

# MOREAU CATHOLIC HIGH SCHOOL

## 2010-2011 STUDENT-PARENT

### ACKNOWLEDGEMENT FORM

MOREAU CATHOLIC HIGH SCHOOL

Student's Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Please print neatly

We have read the Moreau Catholic High School Student-Parent Handbook. We agree to cooperate with all the policies, procedures, and expectations checked below (check all that apply):

- ☐ Rules, policies and procedures of this handbook. (Must be checked)
- ☐ 2010-2011 Student Laptop Policy found on page 5-6. (Must be checked)
- ☐ Statement of Integrity found on the backside of this page. (Must be checked)
- ☐ Permission to Videotape/Photograph/Record found on the backside of this page. (Optional)

Student's Signature: \_\_\_\_\_

Signature required

Parent's Signature: \_\_\_\_\_

Signature required

Date: \_\_\_\_\_

**Students: Please turn in this form to your homeroom teacher by Tuesday, August 17, 2010. Failure to have form turned in by the End of Day on August 17, 2010 will result in a regular detention. Failure to have form turned in by End of Day on August 19, 2010 will result in suspension from school starting on Friday, August 20, 2010 and prohibit student from attending Welcome Back Dance.**

## **STATEMENT OF INTEGRITY**

### **Student**

I have carefully read section 5.1 of this handbook. I understand that I will compose all of my own writing assignments; that I will cite the source of any information or ideas taken from an outside source; and that I may use study aids but they must be cited. I also understand that I must not misuse the electronic resources provided by the school. Such misuse may come in many forms, but can be viewed as any messages sent or received that include/suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues. I understand that I am expected to conduct myself in an ethical manner when I am at school.

### **Parent**

As the parent or guardian of this student, I have carefully read section 5.1 of this handbook. I understand that my student will compose all of his/her own writing assignments; that he/she will cite the source of any information or ideas taken from an outside source; and that study aids may be used but must be cited. I also understand that my student must not misuse the electronic resources provided by the school. Such misuse may come in many forms, but can be viewed as any messages sent or received that include/suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues. I understand that my student is expected to conduct him/herself in an ethical manner while at school.

## **PERMISSION TO VIDEOTAPE/PHOTOGRAPH/RECORD**

I grant Moreau Catholic High School and/or its agents, permission to videotape/photograph/record/interview my son's/daughter's likeness and/or voice at Moreau Catholic High School for the purpose of obtaining live or still images or voice commentary for school publications and/or media productions.

The purpose of said efforts would be to demonstrate the qualities of Moreau Catholic High School, its teachers, students, academic, religious and community service environment. Productions/ads/publications, etc. would be shown to students, prospective students, parents and supporters, and is not intended for commercial resale.

# 2010-2011 AGENDA

## Student-Parent HANDBOOK

**27170 Mission Boulevard, Hayward, CA 94544**  
**510.881-4300    510.581.5669 fax**

[www.moreaucatholic.org](http://www.moreaucatholic.org)

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

The information in this book was the best available at press time. Watch for additional information and changes.

©2010 School Datebooks, Inc. All rights reserved.

No part of this publication may be reproduced, transmitted, transcribed, stored in any retrieval system, or translated in any form without the written permission of School Datebooks, Inc.

**2880 U.S. Hwy. 231 S., Suite 200 • Lafayette, IN 47909 • (765) 471-8883**

**<http://www.schooldatebooks.com> • [sdi@schooldatebooks.com](mailto:sdi@schooldatebooks.com)**

# **Student Guidelines for Acceptable Use of Technology Resources**

## **INTRODUCTION**

Electronic information resources are made available to students and teachers at Moreau Catholic High School. These resources include access to the Internet, application software, online databases, e-mail and other communication technologies. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication.

## **SCOPE**

Internet access is coordinated through a complex association of government agencies as well as regional and state networks. With access to computers and people all over the world also comes the availability of materials that may not be considered to be of educational value in the context of the school setting. Moreau Catholic High School has taken available precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of Moreau Catholic High School.

## **PURPOSE**

In addition, the smooth operation of the network relies upon the proper conduct of the end-users who must adhere to strict guidelines. These guidelines are provided so that you are aware of the responsibilities you are about to assume. In general, your responsibilities require efficient, ethical, and legal utilization of the network resources.

By submitting the 2010-2011 Student-Parent Acknowledgement Form, found at the front of this handbook, you are legally bound and indicate the party (parties) has (have) read the terms and conditions carefully and understand(s) their significance and agree(s) to abide by these terms.

## **TERMS AND CONDITIONS OF THIS CONTRACT**

### **1) Privileges.**

The use of electronic information resources is a privilege, not a right. Inappropriate use of these resources will result in the loss of computer services, disciplinary action, and/or referral to legal authorities. The systems administrator will close an account if necessary. An administrator or faculty member has the right to request, for cause, that the systems administrator deny, revoke, or suspend user access to Internet services.

### **2) Expectations.**

- a. Student use of computers, other technology hardware, software, and computer networks, including the Internet, is only allowed when supervised or granted permission by a staff member.
- b. All users are expected to follow existing copyright laws.
- c. Although MCHS has Internet filtering in place, students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or which make them feel uncomfortable.
- d. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.

### **3) Acceptable Use.**

The use of an assigned account must be in support of education, business and/or research and within the educational goals and objectives of Moreau Catholic High School (these may be found in the Moreau Catholic High School Strategic Plan). Each user is personally responsible for this provision at all times when using the school's network and technology resources.

- a. Use of other organizations' networks or computing resources must comply with rules appropriate to that network.
- b. Transmission of any material in violation of any United States or other state law is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets.
- c. Commercial activities by for-profit institutions are generally not acceptable.
- d. Use of product advertisement or political lobbying, including lobbying for student body office, is prohibited.
- e. Time and bandwidth are costly. All access to the Internet must in support of the curriculum and mission of Moreau Catholic High School.
- f. Illegal activities of any kind are forbidden.
- g. Do not reveal personal information, i.e., home address, phone numbers, password, or social security number; this also applies to others' personal information or that of organizations.
- h. Do not use the network in any way that would disrupt network use by others.
- i. Information taken from the Internet must be cited. Plagiarizing information from the Internet will result in consequences outlined in section 5.1, Statement of Academic Integrity.
- j. You may use only your password to gain access to the network.

### **4) Network Etiquette.**

Each account holder is expected to abide by the generally accepted rules of user etiquette. These rules include, but are not limited to, the following:

- a. Be polite. Never send, or encourage others to send, abusive or threatening messages.
- b. Use appropriate language. Remember that you are a representative of your school on a non-private system. You may be alone on a computer, but what you say and do can be viewed globally. Never use vulgar or any other inappropriate language.
- c. Remember that other users of the MCHS network and the Internet are human beings whose culture, language and humor have different points of reference from your own.

### **5) E-Mail.**

- a. MCHS e-mail accounts should be used for educational purposes in support of the mission of the school.
- b. E-mail transmissions, stored data, transmitted data, or any other use of the MCHS network services by students, employees, or any other user shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
- c. All MCHS e-mail accounts and all contents are property of the school.

## **6) Vandalism.**

Vandalism is defined as any malicious attempt to harm or destroy property of another user or of any other agencies that are connected to the network. Vandalism includes, but is not limited to, the uploading, downloading, or creation of computer viruses.

## **7) Services.**

Moreau Catholic High School makes no warranties of any kind whether express or implied, for the service it is providing. Moreau Catholic High School will not be responsible for any damages you suffer while on this system. These damages include loss of data as a result of delays, non-deliveries, misdeliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. MCHS specifically denies any responsibility for the accuracy of information obtained through electronic information resources.

# **Laptop Policy**

## **USE OF COMPUTERS AND LAPTOPS ON THE NETWORK**

### **Daily Use**

Students are expected to arrive at school every day with their laptop fully charged and in good working order.

### **Management of Student Laptops**

Student laptops, whether purchased outright by the student/parent or leased through the school, must be configured by school personnel in order to ensure that they will function properly on the school network and within the bounds of the school's acceptable use policy.

### **Loaners**

Students who are leasing laptops through the school, and who are experiencing hardware or software failure may bring their laptops to the IT Department for reconfiguration or repair. These students may be issued a "loaner laptop" as available, if the repair requires an extended amount of time.

If a laptop has become inoperable due to willful or negligent behavior, a \$50 fee will be charged for the re-imaging.

Students may NOT loan laptops or other equipment to other students. Do NOT borrow a laptop from another student. Do NOT share passwords or usernames with others.

### **Internet Filtering**

Access to the Internet at school is filtered to prevent student exposure to inappropriate Internet sites. Although these sites are blocked while students are logged on to the MCHS network, they may be accessible at home. Parents are responsible for restricting access on their own home networks.

### **Network Drives**

Student laptop users at Moreau Catholic High School will have a portable home directory which is synchronized with a home drive on the MCHS network. Students who are experiencing problems with their laptops will be able to access that network home directory from any computer on the network.

Portable home directories sync document and desktop files. Music, movies and photos are not synced and should be backed up by the student user.

## **GENERAL LAPTOP RULES**

### **Security**

- The laptop should be with the student or locked in his or her locker at all times.
- Unattended laptops will be picked up by faculty and taken to the IT Department or Campus Supervisors' Office.
- Students should always guard their laptops closely. It must not be left on car seats, on benches or anywhere that might be tempting to others.
- Loss or theft of a computer on the school campus must be reported to the school administration immediately.
- Loss or theft of a computer leased from the school, which occurs off-campus, must be reported to local law enforcement. A copy of the police report must be submitted to MCHS as soon as it is available.

### **Music, Images and Other Media**

- Students may not use, store or access inappropriate media on their laptops.
- Inappropriate media shall be construed to be anything contrary to the curriculum and mission of Moreau Catholic High School, including but not limited to unlicensed music, movie or software, pornographic materials, inappropriate language, representations of weapons, alcohol and drug use, and gang activity.
- Laptops will be confiscated, wiped and re-imaged to remove any of the above. A \$50 fee will be charged for the re-imaging.

### **Sound**

- Sound will be muted at all time unless permission is obtained from a teacher for instructional purposes.
- Headphones may only be used for instructional purposes, both in class and out of class.

### **Deleting Files**

- Do not delete any folders or files that you did not create or that you do not recognize. Deletion of certain files will result in computer problems and will interfere with your ability to complete class work and may affect your grades.
- In order to repair your files, your laptop may need to be wiped and re-imaged. A \$50 fee will be charged for the re-imaging.

### **No Loaning or Borrowing Laptops**

- Do not loan laptops to other students.
- Do not borrow a laptop from another student.
- Do not share passwords or usernames.
- Access to another person's account or computer without their consent or knowledge is considered hacking and is unacceptable.

### **Transporting Laptops**

- Laptops must be transported in an approved backpack sleeve or case at all times.

On behalf of the faculty and staff of Moreau Catholic, we are pleased to introduce to you the expectations, policies and procedures outlined in this handbook, which over a period of time, have enabled our school to become an excellent Catholic high school community.

We believe that Moreau Catholic High School will remain an excellent school to the extent that its community of students, parents\*, faculty and staff strive to realize the goals implied in the school's mission and philosophy. It is our responsibility to assure that the resources of the school community are made available and are

wisely used for purposely enhancing the pursuit of our common goals. Each person comprising the Moreau Catholic Community is expected to cooperate with this common pursuit, and the basic means of cooperation are outlined in this handbook.

It is our further belief that each student enrolled in Moreau Catholic High School has God-given talents. If these talents are used, if they are allowed to mature, and if they are challenged, then our school community continues to achieve its stated purposes. Positive attitudes and behaviors reinforcing the dignity of each person in the school community are essential.

The primary objective of the handbook is to assist students and their families to better understand that Moreau Catholic is their school community. We request that each student and parent read this handbook carefully and sign the form at the beginning of the handbook to indicate that you have done so. Periodically a revision to the handbook may be necessary. Such revisions will be published in the *On Course* newsletter. We ask that reasonable consideration be given to the inherent values implied in the expectations, policies and procedures stated herein. In this way, all of us associated with Moreau Catholic will continue to take satisfaction in our common pursuit of the ideals found within the mission and philosophy of Moreau Catholic High School.

Lauren Lek, '97

Principal

\*The term 'parents' means one (if only one parent has custody) or both custodial parents or parents means one (if only one legal guardian has custody) or more legal guardians.

## **MOREAU CATHOLIC HIGH SCHOOL**

### **2010-2011**

#### **BOARD OF TRUSTEES**

Eugene Ashley, Chair

Dennis Mastrantonio '71, Vice Chair

Jesus Armas

David Capurro '77

Hon. Paul Delucchi '87

Barbara Hemenez

Terry Lee, President

Lauren Lek '97, Principal

Sr. Christopher Miller, OP

Phyllis Moroney

Br. William Nick, CSC

Lois Quilalang

Charlene Raimondi

Manny Sawit

Rev. David Staal

Rev. Mathew Vallenkal

#### **INSTITUTIONAL SUPPORT**

President, Terry Lee

Principal, Lauren Lek '97

Assistant Principal of Instruction, Michael Aquino '91

Assistant Principal (Director of Admissions), Tara Rolle

Director of Finance, Catherine Wickboldt

Director of Site Services, Tom Alcott

Director of Institutional Advancement, Kristin Delaney-Wiggins

Director of Technology, Shawna Martin

Athletic Director, Christine Krisman

Faith and Service Coordinator, Peter Shelley

Chaplain, Rev. Tito Bonoan

Campus Minister, Ann Khristine Tabora

#### **DEPARTMENT CHAIRS**

English, David Prisk

Mathematics, Gary Gongwer

Modern Language, Yolanda Moran

Physical Education/Health, Andrew Cotter

Science, Jeff Noblejas

Social Studies, Colleen Galloway '77

Technology and Media Arts, Paul McKenna '83

Theology, Peter Shelley

Visual and Performing Arts, Lynn McGeever

#### **COUNSELORS**

Department Chair, James Patterson

Career Coordinator, Diana Heise

College Coordinator, Pam Howard  
Saints and Scholars Coordinator, Andrea Brady

## **IMPORTANT TELEPHONE NUMBERS**

Main Office 510.881.4300  
Admissions 510.881.4320  
Alumni 510.881.4330  
Attendance 510.881.4340  
Athletics 510.881.4314  
Athletics Hotline 510.888.3811  
Band 510.881.4339  
Campus Ministry 510.881.4353  
Communications 510.881.4308  
Counseling 510.881-4331  
Institutional Advancement 510.881.4322  
Library 510.881.4349  
Special Events 510.881.4330

Teacher voice mail numbers are listed in the school web site.

## **2010-2011 ASSOCIATED STUDENT BODY OFFICERS**

President	Marissa Aquino
Vice President	Anthony Tabinas
Senate President	Kristopher Okialda
Secretary/Treasurer	Janelle Corpuz
Activities Commissioner	Danielle Gaumer
Activities Commissioner	Neil Omaque
Public Relations Officer	Gabriel Leon
Public Relations Officer	Robert Palmer

### **Class of 2011**

President	Therese Benzon
Vice President	Yoni Carnice
Secretary/Treasurer	Changtai Tian
Senator	Joey Davis
Senator	Mariel Dologmandin
Senator	Kathreece Farrales
Senator	Mallory Lee
Moderators:	Mr. James Hannon and Mr. Rick Spinelli

### **Class of 2012**

President	Matthew Comadante
Vice President	Kristine Herce
Secretary/Treasurer	Krissy Segismundo
Senator	Marcus Coronel
Senator	Ashley Nepomuceno
Senator	Michael Tacchella
Senator	Deryck Ylanan
Moderators:	Ms. Yolanda Moran and Ms. Nadine Medeiros

### **Class of 2013**

President	Bryan Quibol
Vice President	Lisa Machado
Secretary/Treasurer	Stephanie Chen
Senator	Rigo Carvajal
Senator	Calyx Embry
Senator	Charles Ibalio
Senator	Michael Pacheco
Moderators:	Mr. Phil Wilder and Mr. Petar Zegura

### **Class of 2014**

Moderators:	Mr. Jaime Fernandez and Mr. Logan Irons
-------------	-----------------------------------------

## **TABLE OF CONTENTS**

### **Chapter 1 About Moreau Catholic**

#### **1.1 Our Heritage in the Holy Cross Tradition**

- 1.2 History of Moreau Catholic High School
- 1.3 Mission Statement
- 1.4 Statement of Philosophy
- 1.5 Moreau Catholic High School Definition of Excellence
- 1.6 Vision 2000+
- 1.7 School Objectives And Student-Based Objectives
- 1.8 Moreau Catholic High School Philosophy of Teaching
- 1.9 Expected Schoolwide Learning Results (ESLRS)
- 1.10 MCHS Learning Community Mission Statement
- 1.11 Administrative Services
- 1.12 Auxiliary Organizations
- 1.13 Fundraising

## **Chapter 2 Admission, Registration and Records**

- 2.1 Non-Discrimination Policy
- 2.2 Admissions Policy
- 2.3 Registration Policy
- 2.4 Tuition and Fees
- 2.5 Student Records (FERPA)
- 2.6 Transcripts
- 2.7 Information Changes

## **Chapter 3 Parents**

- 3.1 Policies Affecting Parents
- 3.2 Student: Eighteen Years Old
- 3.3 Back to School Night
- 3.4 Student-Parent-Teacher Conferences

## **Chapter 4 Academic Program**

- 4.1 Curriculum
- 4.2 Graduation Requirements
- 4.3 Grading Period
- 4.4 Grading System
- 4.5 Grading Scale
- 4.6 Grade Point Average
- 4.7 Transcript Information Policy
- 4.8 Honor Roll
- 4.9 Honor Roll at Graduation
- 4.10 Summer School

## **Chapter 5 Academic Policies**

- 5.1 Statement of Academic Integrity
- 5.2 Christian/Community Service (C/CS) Program
- 5.3 Course Placement
- 5.4 Homework
- 5.5 Guidelines for Field Trips
- 5.6 Scholastic Requirements for Participation in Athletics
- 5.7 Scholastic Requirements for Participation in Drama Productions
- 5.8 Scholastic Requirements for Participation in Student Government
- 5.9 Scholastic Requirements for Participation in Campus Ministry and Retreat Leadership
- 5.10 Medical Excuse for Physical Education
- 5.11 Academic Probation
- 5.12 Academic Disqualification
- 5.13 Transfer Students

## **Chapter 6 Campus Ministry**

## **Chapter 7 Counseling**

- 7.1 Counseling Services
- 7.2 Saints and Scholars: Special Needs/Accommodations
- 7.3 College Speakers on Campus

## **Chapter 8 Student Activities**

- 8.1 Clubs and Activities
- 8.2 Dances at Moreau Catholic
- 8.3 Expulsion from Cocurricular Activities
- 8.4 Off Campus Parties

## **Chapter 9 Athletics**

- 9.1 Athletic Program
- 9.2 Informed Consent
- 9.3 Eligibility Rules
- 9.4 Scholastic Requirements
- 9.5 Attendance Requirements
- 9.6 Amateur Status Requirements
- 9.7 Uniform and Equipment Requirements
- 9.8 Medical Requirements



- 9.9 Transportation and Travel
- 9.10 Outside Competition
- 9.11 General
- 9.12 Summer Camps
- 9.13 Sportsmanship Behavior
- 9.14 Code of Conduct for Students, Parents, Spectators and Cheering Sections
- 9.15 Pursuing Victory With Honor - Sixteen Principles
- 9.16 Steroid Prohibition

#### **Chapter 10 Discipline**

- 10.1 Appearance Code
- 10.2 Electronic Devices
- 10.3 Violations Concerning Alcohol and Other Drugs
- 10.4 Harassment
- 10.5 Violations Concerning Theft
- 10.6 Disruptive Behavior/Inappropriate Language
- 10.7 Excessive Affection
- 10.8 Detentions and Saturday Detentions
- 10.9 Causes for Suspension, Expulsion and Recommended Transfers
- 10.10 Suspension
- 10.11 Disciplinary Probation
- 10.12 Tardy Probation
- 10.13 Regular Probation
- 10.14 Strict Probation
- 10.15 Disciplinary Dismissal/Expulsion/Review Process
- 10.16 Re-Admission of Withdrawn Students

#### **Chapter 11 Attendance Policies and Procedures**

- 11.1 Tardy
- 11.2 Excessive Absence
- 11.3 Absence
- 11.4 Absence and Activities
- 11.5 Anticipated Absence
- 11.6 College Visitation Days
- 11.7 Excused Absence
- 11.8 Unexcused Absence
- 11.9 Truancy
- 11.10 Illness at School
- 11.11 Early Dismissal
- 11.12 Absences During Final Exam Week

#### **Chapter 12 Communications/Contact with School**

- 12.1 Campus Hours
- 12.2 Dropping Off Students
- 12.3 Picking Up Students
- 12.4 Calling the School
- 12.5 Contacting School Personnel
- 12.6 Visitors to Moreau Catholic

#### **Chapter 13 Health and Safety**

- 13.1 Accident Forms
- 13.2 AIDS
- 13.3 Emergency/Disaster Release Form
- 13.4 Immunization
- 13.5 Leaves of Absence
- 13.6 Off Limit Areas
- 13.7 Parking Lot
- 13.8 Physical Examination
- 13.9 School Facilities
- 13.10 Safe School Environment
- 13.11 Student Pregnancies

#### **Chapter 14 Student Services**

- 14.1 Bookstore
- 14.2 Business Office
- 14.3 Identification Card
- 14.4 Insurance
- 14.5 Library
- 14.6 Assigned Lockers
- 14.7 Lost and Found
- 14.8 Work Permits
- 14.9 Tuition Refund Policy

#### **Bell Schedule**

# CHAPTER 1 ABOUT MOREAU CATHOLIC

## 1.1 OUR HERITAGE IN THE HOLY CROSS TRADITION

The United States was introduced to the Congregation of Holy Cross in 1842. Centered in Sainte Croix, France, Blessed Basil Anthony Moreau, founder of the Congregation of Holy Cross, commissioned Father Edward Sorin and six Holy Cross brothers to open a school near South Bend, Indiana. Today that school is known as the University of Notre Dame. Approximately twenty-five schools, colleges, and universities are now sponsored by Holy Cross in the United States.

Moreau Catholic High School was founded in 1965 by the Brothers of Holy Cross as a four-year, college-preparatory high school. The school is the only secondary school in the world named after the founder of Holy Cross. Moreau Catholic has sister-schools sponsored by the Congregation of Holy Cross in the mid-western and eastern sectors of the United States. As a Holy Cross sponsored school of the Congregation's South-West Province, Moreau Catholic is closely affiliated with several other Holy Cross institutions: Saint Francis High School, Mountain View, California; Notre Dame High School, Sherman Oaks, California; Holy Cross High School, San Antonio, Texas; Saint Edward's University, Austin, Texas; and the Holy Cross School, New Orleans, Louisiana.

Blessed Basil Moreau passed on to Holy Cross a vision and philosophy of education that is essentially Catholic Christian. The philosophical and practical aim of any Holy Cross school is to prepare students to be *members of society and people of God*. To accomplish these objectives, Moreau provided an educational framework to assure that there is evidence of a correspondence between academic quality and Christian faith. He envisioned that a Holy Cross education must provide whatever is necessary for students to live productively in the society in which they find themselves and to live fully as Christians.

Providing these necessities for our students is the concern of every department, program and dimension of daily school life. For example, we believe that every teacher, administrator, or staff member is called to share in the responsibility of creating and maintaining a safe and caring environment in which students learn to be *competent citizens and committed Christians*.

Expounding on his educational philosophy in 1849, Blessed Basil Moreau wrote:

We can state the kind of teaching we hope to give in a Holy Cross school. Even though we base our philosophy on faith, no one needs to fear that we will confine our teaching within narrow and unscientific boundaries. We will accept the discoveries of science without unscientific boundaries and prejudice in a manner adapted to the needs of our times. We do not want our students to be ignorant of anything they should know. We will always place instruction side-by-side with education; *the mind will not be cultivated at the expense of the heart*. While we prepare useful *citizens for society*, we shall likewise do our utmost to prepare *citizens for heaven*.

Three points from Moreau's vision of Catholic schools are particularly striking:

1. **We will not confine our teaching within narrow and unscientific boundaries.** A Holy Cross school provides an *integrated* Catholic education; it does not attempt to redefine reality by faith. A Holy Cross education strives to see reality with the eyes of faith by trying not so much to rearrange the world, but as to transform it through the teaching and example given by Jesus Christ. We believe that to redefine reality by faith, or rearranging the world rather than dealing with it, reflects a certain fundamentalism that is inconsistent with Catholic tradition.

2. **We do not want our students to be ignorant of anything they should know.** In a Holy Cross school, this is a moral imperative, duty and social responsibility of everyone associated with it. We believe that any negligence in this responsibility is cause for injustice to the students served by our school.

3. **We will always place instruction side-by-side with education.** For Blessed Basil Moreau, this distinction is not simply a semantic one. Instruction is understood as transmitting particular knowledge and skills. Education fosters the values, attitudes, and behaviors, which will use that knowledge and those skills appropriately and productively.

In a Holy Cross school such as Moreau Catholic, *instruction* is essential to the mission of the school, but its meaning and direction are rooted in *education*. For example, we believe that the instructor must always be the educator; that without the blend of both, teaching is incomplete and students are not fully served. This fusion is necessary to prepare, as Blessed Basil Moreau says, "*citizens for society*" and "*citizens for heaven*."

That instruction and education are to flourish in an environment where *family spirit* is evident and dominant was among Blessed Basil Moreau's deepest desires. From the very origins of the Congregation of Holy Cross, family spirit marked its members and the institutions that they founded. Moreau believed that the mission of Holy Cross would be successfully attained once his followers were united in the cause of good.

We believe that the future of society and religion is truly in the hands of everyone involved in the ministry of a Holy Cross school. The education given today determines the quality of life tomorrow. The following seven points summarize the profile of a Holy Cross education as envisioned by Blessed Basil Moreau:

- 1) Holy Cross education is concerned primarily with *leading students to understand and to live Christianity*.
- 2) Holy Cross education enables students to become *informed and active citizens*.
- 3) Holy Cross education nurtures an *environment of collaboration*, supported by a *family spirit*, which touches and includes everyone associated with the school.
- 4) Holy Cross education teaches *respect for personal, social, racial, political, religious, and linguistic diversity*.
- 5) Holy Cross education fosters *participation in the life of the Church*, and *promotes dialogue between faith and knowledge, faith and daily experience, and faith and culture*.
- 6) Holy Cross education *maintains standards of excellence* established by local, state, federal, and diocesan accreditation procedures and requirements.
- 7) Holy Cross education *maintains a global perspective*.

These seven points provide the substance of an education process of information, formation and transformation, and they are inseparable within the heritage of a Holy Cross education. We believe that:

*Information* is comprised of the knowledge and skills communicated to students which is aimed at preparing them for life and work in the future. It takes on an ethical dimension once it is put to use. Information, however, is not an end in itself; it is ever at the service of formation.

*Formation* is the intellectual, social, and spiritual development of students that is found in every aspect of school life. It guides students in determining how they will use the information, knowledge and skills at their disposal. Even formation is not an end in itself; it is directed toward transformation.

*Transformation* is where the values and qualities of life which students are taught and encouraged to embrace and shape the world around them. It becomes a reality within and around students' lives as they use knowledge and skills with personal integrity and consistency to the gospel. Thus, students in a Holy Cross school become agents of transformation.

Blessed Basil Moreau's vision for students educated within the heritage of Holy Cross continues to be truly liberating today as it was in his own time. His vision lies at the core of our school's mission. The Holy Cross schools of the South-West Province have implemented four major Holy Cross themes: "Building Respect," "Educating Hearts and Minds," "Being Family," and "Bringing Hope;" to help focus our communities mission throughout the school year. This year's theme is "Being Family."

## 1.2 HISTORY OF MOREAU CATHOLIC HIGH SCHOOL

Moreau Catholic is a four-year college-preparatory high school sponsored by the Brothers of Holy Cross, South-West Province. The school is governed by a board of trustees and maintains an enrollment of approximately 900 students on a fourteen-acre campus. Moreau Catholic High School is fully accredited by the Western Association of Schools and Colleges and is the only Catholic high school located in Southern Alameda County.

Construction of the original facilities commenced in the spring of 1965 on acreage that was a portion of an orchard adjacent to Holy Sepulchre Cemetery. Moreau Catholic High School was one of the three private Catholic secondary schools in the Diocese of Oakland erected with substantial support from the people of the Diocese, the Most Reverend Floyd L. Begin, Bishop of Oakland, and the schools sponsoring religious congregations.

The school opened in the fall of 1965 with 103 ninth grade boys. Since construction of the main facilities was in progress at that time, Moreau Catholic High School was temporarily located on the parish grounds of St. Bede's Church in Hayward. It was through the generosity of the pastor and parishioners of St. Bede's that Moreau Catholic commenced its operations in 1965. Brother Fisher Iwasko, C.S.C., was the school's founding principal. Construction continued through the spring of 1967, although classes were conducted in the main building's first floor from September 1966. Eight months later, on May 14, 1967, the school was dedicated by the Bishop of Oakland and the Apostolic Delegate to the United States.

The original facilities of Moreau Catholic High School consisted of 27 classrooms, 5 science laboratories, 3 lecture rooms, a language laboratory, guidance offices, chapel, large auditorium, cafeteria, gymnasium, music rooms, and maintenance facilities. Exterior facilities still include football and baseball fields, a track and parking areas.

At the request of Bishop Begin, Moreau Catholic High School became a coeducational institution commencing with the 1969-1970 academic year when 177 ninth grade girls were enrolled. To meet the needs of the school's increased enrollment, Garin Hall was constructed during the 1970-71 school year. The building provided an additional gymnasium, locker and shower facilities, classrooms, and home economics laboratories. During the summer of 1982, a connecting arcade between the second floor of the main building and Garin Hall was constructed, thereby enhancing the utility of each building. In June 1983, the third floor of the main building ceased to be the religious community residence for the Brothers of Holy Cross. This enabled further expansion of student, faculty, and staff facilities and services to the campus community.

The alumni, faculty and staff are proud of the school's reputation as an excellent academic institution.

For example, Moreau Catholic was nationally recognized in June 1984 as one of the 60 exemplary American private schools. The school was recognized a second time in the spring of 1989. These awards were bestowed by the United States Department of Education and the Council for American Private Education. The continuing excellence of Moreau Catholic's faculty, staff, students and parents bears strong witness to the qualities of the school's academic and cocurricular programs, and to the success of the school's alumni.

March 1987 marked the opening of the Frank O. Ivaldi Student Center. This project represented the continuing response of the Moreau Catholic community to its long-range plan for the future of its students and the school's mission. In the summer of 1987 the Liebowitz Arts Complex was refurbished. In 1993, the school affirmed its Catholic mission and became Moreau Catholic High School.

### **1.3 MISSION STATEMENT**

Moreau Catholic High School is dedicated to the legacy and values of the Congregation of Holy Cross and its founder Blessed Basil Moreau. We are a college-preparatory school committed to outstanding achievement. As a community of faith, we prepare our students through academic, social and spiritual learning experiences that form and transform them as they become responsible citizens of our global community.

### **1.4 STATEMENT OF PHILOSOPHY**

Moreau Catholic High School enters into a partnership with the family and provides opportunities and means by which students are guided to higher levels of spiritual, social and academic development.

We believe this partnership is given meaning through the legacy and values established by Blessed Basil Moreau, founder of the Congregation of Holy Cross. This partnership is enhanced by the spirit, vision, and collaboration shared among the entire school community and the Diocese of Oakland.

As a community of faith, we believe a Holy Cross education is centered in Christian values and adheres to high standards and expectations for individual achievement and social responsibility. We are guided by Jesus Christ to give witness to our faith through lived experiences—prayer, liturgical celebrations, retreats, and community service. These experiences nurture dignity and respect for religious and cultural diversity.

A Moreau Catholic High School education facilitates the formation of qualities such as integrity, justice, stewardship, love, compassion, and hope. We educate students to become people of values as well as scholars. By cultivating heart and mind, our students become responsible citizens and a positive force in the transformation of our global community. Through our college-preparatory curriculum, our students become life-long learners and effective communicators. Our commitment to outstanding achievement ensures that our students become knowledgeable and skillful in areas of moral and ethical decision-making, critical thinking, accountability, technology and adaptability. Our cocurricular programs enhance the academic and spiritual dimensions of our school by providing formative activities that foster community, leadership, creativity, and sportsmanship. These learning experiences are achieved in a safe, caring educational environment facilitated by a professional and dedicated faculty and staff.

The fulfillment of our mission as Holy Cross educators is facilitated through the partnership between the family and school community. The knowledge, skills, and values taught to and embraced by our students help them shape their future and the world.

### **1.5 MOREAU CATHOLIC HIGH SCHOOL DEFINITION OF EXCELLENCE:**

Commitment to Outstanding Achievement.

### **1.6 VISION 2000+**

#### **VISION 2000+**

#### **OUR RESPONSE TO THE NEW MILLENNIUM GOALS**

We will strive to be an *excellent* school which is notably recognized for superior standards and expectations, more satisfaction for and accountability to mission, and value for tuition dollars spent.

Our school will be recognized for values formation and *distinctive* college-preparatory programs and services.

A graduate of Moreau Catholic High School will be a positive force in the transformation of the global community.

#### **STRATEGIES**

*(Blessed Basil Moreau, 1849)*

We can state in a word the kind of teaching we wish to impart: we do not want our students to be ignorant of anything they should know.

We shall always place education side-by-side with instruction, and the mind will not be cultivated at the expense of the heart.

While we prepare useful citizens for society, we shall likewise do our utmost to prepare citizens for eternal life.

### **1.7 SCHOOL OBJECTIVES AND STUDENT-BASED OBJECTIVES**

#### **SCHOOL OBJECTIVES**

### Information

The knowledge and skills learned through the school's curricular and cocurricular programs are aimed at preparing students for life and work.

### Formation

The intellectual, social and spiritual formation of students is the priority and outcome of every curricular and cocurricular aspect of school life.

### Transformation

The knowledge, skills, formative values and qualities of life which students are taught and which they learn and embrace, help them to shape their world and determine the future.

## STUDENT-BASED OBJECTIVES

### Information

With the knowledge and skills learned through the school's curricular and cocurricular programs, students will be prepared for life and work.

### Formation

According to the priority of every curricular and cocurricular aspect of school life, students will be formed intellectually, socially, and spiritually.

### Transformation

Students will learn and embrace the knowledge, skills, formative values and qualities of life in order to shape their world and determine the future.

## 1.8 MOREAU CATHOLIC HIGH SCHOOL PHILOSOPHY OF TEACHING

Teaching is both an art and a science. Teaching at Moreau Catholic High School reflects the spirit and commitment of Blessed Basil Moreau who wrote, "We will always place education side-by-side with instruction; the mind will not be cultivated at the expense of the heart." The school's faculty is committed to the mission and philosophy of the school and actively pursues excellence through professional enrichment opportunities to promote appropriate learning outcomes.

Instruction is essential to the work of a teacher at Moreau Catholic, but teaching has its meaning and direction rooted in education. To serve students as fully as possible, teachers blend both instruction and education. Teachers challenge and guide students to become people of values as well as scholars by having high expectations of all students while recognizing individual differences of students.

Effective teaching is facilitated by instructional ideas and methodologies that are continually assessed for their ongoing validity, efficacy, and adaptability. Teachers at Moreau Catholic facilitate the educational process of information at the service of formation directed towards transformation. Teaching at Moreau Catholic includes the ability to understand people: what motivates them, how they work, and how to work cooperatively with them.

Teachers strive to promote the goals of living a productive and spiritual life. These goals are communicated clearly and promoted through the modeling of Christian values that reflect caring and concern for the individual student.

## 1.9 EXPECTED SCHOOLWIDE LEARNING RESULTS (ESLRS)

### 1. Within the *heritage and values of Holy Cross*, students will maintain a meaningful relationship with God by:

- 1.1 developing in themselves the spiritual dimension as an integral part of their lives
- 1.2 learning how to live ethically and morally
- 1.3 taking responsibility for their actions

### 2. Students will be *life-long learners* able to meet their *life needs* by:

- 2.1 observing the world around them and thinking critically and creatively
- 2.2 analyzing, organizing, and applying information and ideas from a variety of sources
- 2.3 acquiring the skills necessary to become independent learners
- 2.4 developing skills that manage, integrate, and balance their educational, social, physical, and spiritual pursuits
- 2.5 sharing their gifts and talents in a spirit of interdependence, dialogue, and collaboration
- 2.6 setting, planning for, and striving to achieve personal, academic, and professional goals

### 3. Students will *communicate effectively* by:

- 3.1 using language precisely in speech and writing
- 3.2 listening and reading critically
- 3.3 utilizing and adapting technological resources productively and responsibly
- 3.4 interpreting and evaluating complex messages presented through various media

### 4. Students will demonstrate *social responsibility and community service* by:

- 4.1 developing a sense of community which includes an understanding of and respect for the diversity of others
- 4.2 exercising justice, compassion, and integrity as citizens of the global community
- 4.3 contributing to social, religious, political, and cultural organizations
- 4.4 caring for the environment

## 1.10 MCHS LEARNING COMMUNITY MISSION STATEMENT

Moreau Catholic High School strives to create within each classroom an ideal, productive learning environment where, in the words of Blessed Basil Moreau, "we will always place education side-by-side with instruction; the mind will not be cultivated at the expense of the heart." The learning process requires contributions from students as well as educators to create an atmosphere of integrity and respect so that every educational advantage and opportunity is made available.

### Teacher Responsibilities

*Strive to be a competent, masterful teacher who:*

- Is organized, does not waste time, and is prepared with a lesson in advance
- Uses technology to enhance learning
- Is knowledgeable about how to meet the learning needs of all students, and revises teaching tools to accommodate different learners
- Returns work in a timely manner with comments conducive to further learning
- Consistently updates PowerSchool to reflect an accurate grade in the course
- Provides a reasonable amount of time for teaching and learning to take place
- Is familiar with and adheres to student accommodations established by the counselors

*Allow students a voice so they feel they can:*

- Ask questions related to the material
- Express conflicts with too much work and be taken seriously

- Ask about future assignments
- Give and receive timely, constructive feedback

*Establish fairness with:*

- Equal opportunity for all students to learn and be taught
- A fair grading system, that utilizes rubrics and clearly establishes expectations for mastery
- Provide study guides and worksheets to help students develop study skills for the course
- Open-mindedness about student's abilities
- Unbiased interaction regardless of students personal values, morals, ideas, religion or nationalities
- Establish classroom rules and consistently enforce them

*Conduct testing in a manner beneficial to the students, which includes:*

- Testing on material covered in class
- Allowing ample time and full opportunity to cover the material on which students will be tested

*Provide intellectual stimulation and challenge to inspire student learning by giving:*

- Equal opportunity to fully understand and acquire knowledge
- Academically challenging material
- Different forms of assessment and teaching styles
- Fundamentals and their application in everyday life
- Homework which reinforces, applies and provides representative samples of the information learned
- Regularly update an electronic class site with homework, assignments, and support resources

*Fulfill personal needs of students so they feel they are:*

- In a safe, comfortable, and productive environment
- Given individual attention/recognition in or out of class
- Given privacy concerning grades
- Allowed to go to the bathroom when it does not interfere with the learning environment

### **Student Responsibilities**

*Be a competent student and put forth effort to:*

- Use your laptop as a tool for learning, rather than a way to become distracted and off task
- Stay on task and participate in class assignments and discussions
- Study for tests and never cheat or plagiarize
- Attend class regularly and keep track of grades
- Notify teachers of planned absences and be responsible for any missed work
- When falling behind, make appointments or communicate with teachers to get help
- Pay attention rather than sleep, daydream or become distracted by the laptop
- Set positive goals and challenges
- Check email on a daily basis, outside of class time

*Respect faculty and staff in:*

- Being mindful of not disrupting the learning process
- Abiding by the teacher's classroom guidelines
- Giving teachers the same undivided attention the student would want to receive
- Caring for school facilities by not intentionally damaging desks, lockers, school property, or other students' property
- Granting staff, cafeteria, and maintenance workers the same respect as teachers/administrators should be shown
- Taking responsibility for your own trash, and helping maintain the school

*Respect other students so that everyone is in a safe, comfortable environment in which:*

- Students are considerate of and do not interfere with others' willingness to learn
- Everyone has a right to privacy concerning grades
- Students who are ill do not come to school out of consideration for classmates
- Learning is not inhibited by other students' disruptions
- Racism and stereotypes are not tolerated

*Prepare for class and strive to:*

- Remain organized with homework and assignments
- Be on time with laptops charged, books, supplies and completed work
- Utilize the given breaks to stretch and use the restroom
- Stay focused on the given task and not do other homework, socialize or fool around on laptops

*Maintain an appropriate attitude which includes:*

- Coming to class with a positive mind set and a willingness to learn
- Working efficiently and respectfully with teachers and other students
- Communicating with teachers politely and without ridiculing them
- Being mindful of others' feelings, thoughts, and belongings

## **1.11 ADMINISTRATIVE SERVICES**

The school's administration is a team of dedicated professionals who have been provided the time, information, resources, and training to make decisions intended to further a positive educational climate and opportunities for students. Administrative services provide for the well-being of the students as individuals and for the general welfare of the student body as set forth in the school's mission statement.

A general description of the services provided by the administration follows.

### ***Office of the President***

The president of Moreau Catholic High School is responsible to the board of trustees for providing the primary leadership for the Moreau Catholic community through the implementation of the school's mission, philosophy, written policies and plans of the board. The president serves as the liaison between the Brothers of Holy Cross who sponsor Moreau Catholic High School and the board of trustees who govern it. The president appoints the principal and delegates to the principal the necessary authority to administer those functions essential to the operational management of the school. The office of the president is further responsible for planning and executing programs addressing the needs of the school affecting the institution's advancement.

### ***Office of the Principal***

The principal is the chief operating officer of the school. The administration of the school shall be in accordance with the policies set forth by the president and the board of trustees. The principal is the educational leader of the school who directs instructional programs, supervises the faculty and staff and assists the president in maintaining effective relations within the school community. If matters of a problematic nature come to the attention of the principal without having gone through administrative channels, the matter will be referred to the appropriate administrative level for decision and/or review.

### ***Assistant Principals***

Three assistant principals share the responsibility of ensuring that all students are able to access Moreau Catholic educational opportunities and services appropriate to their individual needs. These administrators serve a particular portion of the student body and their family. In addition administrators have the authority to make decisions within the sphere of their delegated responsibilities.

#### ***Assistant Principal (Instruction)***

The assistant principal with particular responsibility for instruction plans, implements and evaluates curriculum, staff development and supervision consistent with the school's philosophy. He/she supervises student services pertaining to student records, college liaison and the formation of the master schedule.

#### ***Assistant Principal (Campus Life)***

The assistant principal for campus life oversees all matters relating to the growth of the school community provided through cocurricular activities. He/she also serves as the ASB moderator and teacher of the leadership class. Duties also include maintaining the master calendar.

#### ***Assistant Principal (Director of Admissions)***

The assistant principal/admissions director oversees all matters relating to marketing the school's programs to potential students, arranges school visits, coordinates the placement test and interviews, and handles all questions regarding the admissions process.

#### ***Director of Finance***

The director of finance oversees all school related financial and business affairs and prepares and manages the school's annual operating/capital budgets.

#### ***Director of Technology***

The director of technology provides leadership, coordination and educational opportunities in the areas of technology and technology planning and development for the instructional and administrative needs of the school.

#### ***Director of Institutional Advancement***

The director of institutional advancement oversees the school's fundraising and marketing efforts including individual giving, foundation and corporate giving, special events, alumni relations and all print, web and email marketing.

#### ***Director of Site Services***

The director of site services is responsible for the activities and personnel required in facility maintenance, custodial assistance, and grounds keeping, as well as being responsible for facility use, planning, safety, and security. The director also oversees the food services and transportation operations.

#### ***Director of Athletics***

The director of athletics provides for the overall leadership and coordination among the various sports to facilitate programs that provide student-athletes worthwhile learning experiences. The director ensures all activities of the department maintain the ideals and standards of the school administration, the league, the North Coast Section (NCS) and California Interscholastic Federation (CIF).

#### ***Faith and Service Coordinator***

The service and faith coordinator examines and oversees the growth of Catholic identity and Holy Cross mission throughout the programs of the school. The coordinator will work in direct partnership with the campus minister and lead the Theology Department in content and spirit

## **1.12 AUXILIARY ORGANIZATIONS**

Moreau Catholic High School depends on three auxiliary organizations whose membership includes parents and friends of the Moreau Catholic community. The annual combined financial contributions of the Parents Club, Boosters Club, and Band Parents Club represent a significant contribution needed to subsidize capital improvements in the school and thereby help defray the rising costs of a quality Catholic education.

### ***Parents Club***

The Parents Club serves the school's parent community by furthering the mission of the school in the community at large. Parents of all currently enrolled students are automatically members of the school's Parent Club.

### ***Parents Club Board***

The Parents Club Board represents all parents at the school. The board serves as a means of communication between parents and the administration. Members advise the principal on issues pertaining to policies and procedures that reflect the school's mission, philosophy, Vision 2000+ and Expected Schoolwide Learning Results (ESLRs).

### ***Boosters Club***

The purpose of the club is to support Mariner athletics as an integral part of the educational mission of the school. The Boosters assist Moreau Catholic by supporting athletic activities and by promoting excellence in education, morality, faith, values, leadership, physical fitness, discipline, sportsmanship, and equal opportunities for all students. The club will uphold the principle of institutional control of and responsibility for athletics in accordance with the constitution and bylaws of the North Coast Section, CIF.

### ***Band Parents Club***

The Band Parents Club is dedicated to providing all band participants and directors with a high level of support to enhance student education through music. Parents work in partnership with the band director and school staff to create an environment that encourages excellence, growth, integrity, and leadership.

## 1.13 FUNDRAISING

### Non-Profit Status

Moreau Catholic High School is a non-profit religious corporation which entitles it to seek voluntary and charitable support. To protect the school's non-profit status, and appropriately cultivate, solicit, and recognize contributions from donors, all fundraising programs are reviewed and approved by the institutional advancement committee of the board of trustees and administered by institutional advancement staff. Parents who may wish to assist the school in its fundraising programs are encouraged to volunteer for any number of boards and committees dedicated to a variety of fundraising purposes.

### Philosophy of Fundraising

American society is noted for its culture of citizen-based giving and generosity in terms of time, talent and treasure. The board of trustees has directed that all fundraising programs be designed to develop and encourage the growth of a culture of philanthropy within the school's mission. Our school therefore espouses the values and virtues of volunteerism, philanthropy and philanthropic practices in fundraising programs and events. Expected Schoolwide Learning Result #4 reinforces the school's commitment to such practices by stating, "Students will demonstrate social responsibility and community service..."

### Definition of Fundraising

School sponsored fundraising events are appeals to the school community to provide support for resources (money, materials, services, time) that are not provided within in the school's annual operating budget.

## CHAPTER 2 ADMISSION, REGISTRATION AND RECORDS

### 2.1 NON-DISCRIMINATION POLICY

Moreau Catholic High School admits students of any color, race, ethnic origin, faith or gender to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of color, race, ethnic origin, faith or gender in the administration of its education policies, scholarships and loan programs, athletic and other school administered programs.

### 2.2 ADMISSIONS POLICY

Entrance requirements are not exclusively based on intellectual ability, but on a combination of character, willingness to learn and study, and other related factors. New students may be accepted into sophomore and junior classes if space becomes available and at the discretion of the school administration. All transfer students must also meet the necessary Moreau Catholic High School graduation requirements. Please see the *Course Description Guide* for more information on these requirements. It is a rare exception to accept new students into the senior class.

The specific criteria which are considered for determining admission are:

- 1) Completed application, student statement and signed agreement form to complete the program of study of Moreau Catholic High School
- 2) Completed Diocesan Confidential Recommendation Form or letters of recommendation from a current Math and English teacher, and the student's principal or assistant principal
- 3) Completed Diocesan Grade Form (submitted by Diocesan Catholic elementary schools) or two years of transcripts (7th and 8th grade)
- 4) Standardized test scores from public or private schools
- 5) Student and parent personal interview with a Moreau Catholic faculty or staff member
- 6) High School Placement Test results (required of all incoming 9<sup>th</sup> and 10<sup>th</sup> grade students)

All students who currently have a 504 or IEP plan are required to submit all documentation at the time applications are due. Submission of the student's psycho-educational report will determine whether or not accommodations can be given for the high school placement test. If you cannot obtain the psycho-educational report by the deadline we will read it at a later date and cannot guarantee that accommodations will be given for the placement test. For additional information about our *Saints and Scholars* program please section 7.2 in the handbook.

At the time the application is submitted, student applications must also submit a processing fee for the application.

In addition to the specific criteria for admissions, consideration is given to applicants for whom Moreau Catholic is their school of choice, who are continuing a Catholic education, who have had one or more parents or siblings attend Moreau Catholic or who are Catholic seeking admission from public school.

The admissions process operates independently and is not influenced by the financials of the prospective family.

Once accepted, students are expected to maintain good academic and disciplinary standing in their respective schools prior to attending Moreau Catholic.

### 2.3 REGISTRATION POLICY

Currently enrolled students are given first choice of course offerings for the next year if the tuition deposit is paid on a specified date determined by the administration. Moreau Catholic High School operates on a first-come, first-served registration policy. A non-refundable tuition deposit, paid on a specified date, ensures a returning student space reservation for the next academic year. The school considers a student automatically withdrawn at the end of the current year if the tuition deposit is not paid by the specified date.

### 2.4 TUITION AND FEES

- 1) A non-refundable tuition deposit is included in the first payment of the tuition plan selected. The first tuition payment is due on registration day for new students and in May for returning students. A \$50 late fee will be assessed students not returning forms by the March 30 due date.
- 2) Parents may pay the annual tuition directly to the school in either one annual discounted payment or two semi-annual payments. A monthly tuition payment plan is available using electronic funds transfer through the FACTS Tuition Management Plan. Tuition payments are withdrawn monthly on either the 5th or the 20th of each month. It is the parent's responsibility to contact the business office when unforeseen financial problems occur. Failure to fulfill tuition obligations may result in a student's suspension and/or expulsion.
- 3) Checks returned unpaid from the bank will be assessed a \$25 processing fee. Delinquent May or November annual or semi-annual payments will be assessed a late charge if not received by the 20th. If not paid by December 1, the FACTS Tuition Management Plan must be used for the remaining monthly payments.
- 4) Pending payment to the school of delinquent tuition and fees, students may be suspended, yearbooks will be held at year-end, and graduating seniors will not be permitted to participate in graduation exercises and their diplomas will be held.
- 5) Payment of delinquent tuition and fees must be paid by cashier's check, money order or credit card in order to start the next quarter or participate in graduation exercises.

### 2.5 STUDENT RECORDS (FERPA)

In 1974, the Congress passed the Family Education Rights and Privacy Act. This law gives the student, if he/she is an eligible student, or the student's parents (if the student is not eligible), certain rights regarding student educational records. An eligible student is one who has reached the age of 16 or is attending any school after graduation from high school.

The law requires that schools:

- 1) Allow the parent or eligible students to review and inspect the student's record. This rule does not apply to records made and kept by one person, such as a counselor or social worker, which are not shared with anyone but a delegated substitute.
- 2) Give the parent or eligible student the chance to challenge the records in a hearing to make sure they are not misleading or inaccurate.
- 3) Obtain written permission from the parent or eligible student before revealing the records to other persons.
- 4) Notify parents or eligible students of their right under this law.

There are some exceptions to rule #3 above. School personnel may show or turn over records without permission to:

- 1) Other officials of the same school.
- 2) Officials of another school in which the student seeks or intends to enroll.
- 3) Certain federal, state and local authorities performing functions authorized by law.
- 4) Individuals or organizations in connection with a student's application for receiving financial aid.
- 5) Court or law enforcement officials, if the school is given a subpoena or court order.

## **2.6 TRANSCRIPTS**

Moreau Catholic transcripts contain the semester grades of each course taken during 9th through 12th grade. Requests for transcripts are made by completing the transcript request form, available in the counseling resource center or the main office. Transcript requests require a \$2 processing fee and are processed within five (5) working days of the request. Test scores, such as PSAT, SAT, and the ACT are not part of the transcript. Requests for these test scores must be made directly to the testing agency.

For more help or information, please call your son's or daughter's counselor.

When a student transfers to another school, a record showing course work, grades, credits received and test results is forwarded upon the request of the new school, unless the student or parent has indicated otherwise in writing.

## **2.7 INFORMATION CHANGES**

Parents are reminded to update school records whenever there is a change in their address, phone number, or work number. It is important that school records are accurate so that communication between the school and families may be done in a timely manner. Please call the school receptionist or attendance office with any changes.

# **CHAPTER 3 PARENTS**

## **3.1 POLICIES AFFECTING PARENTS**

Parents are expected to uphold the mission, goals and policies of the school; nevertheless, a situation could arise in which the uncooperative or disruptive attitude and/or the actions of parents might so diminish the effectiveness of the school that continuation of the student in the school could be morally impossible.

- 1) Any parent, or other person who upbraids, insults or abuses any teacher or administrator of the school, in the presence or hearing of a student, is guilty of a misdemeanor. (California Education Code-Section 44811)
- 2) Further, any parent, guardian or other person who insults or abuses any teacher in the presence of other school personnel or students and at a place which is on school premises or at some other place, if the teacher is required to be at some other place in connection with assigned school activities, is guilty of a misdemeanor, and is punishable by a fine of not less than fifty dollars nor exceeding five hundred dollars. (California Education Code-Section 44812)

## **3.2 STUDENT: EIGHTEEN YEARS OLD**

All school procedures, policies, and regulations continue to apply to students who are 18 years of age or older as long as they are enrolled in the school. The school shall continue to direct all official correspondence and other matters to parents/guardians concerning their student's grades, disciplinary status, tuition statements, graduation privileges, and so forth.

## **3.3 BACK TO SCHOOL NIGHT**

Back to School Night is held early in the first quarter of school. Close cooperation and ongoing communication between home and school are essential to excellence in education. The faculty and staff recognize the very important role of parental responsibility in the education of students and depend on parental support to ensure that students receive the full benefit of the quality education offered at Moreau Catholic High School.

Back to School Night provides the opportunity to be informed of the teacher's plans and objectives for the year, to ask questions, and to meet the faculty, administration and other parents.

## **3.4 STUDENT-PARENT-TEACHER CONFERENCES**

Student-Parent-Teacher conferences are scheduled in October. Teachers are available for meetings with parents and student to discuss the scholastic standing of the student. Appointments at times other than this scheduled date can be made by telephoning the school receptionist during the school day and leaving a message on the teacher's voicemail or by emailing the teacher directly.

# **CHAPTER 4 ACADEMIC PROGRAM**

## **4.1 CURRICULUM**

The school strives to ensure that the structure of the curriculum will meet the student's present concerns and future needs. Incoming, as well as continuing students, receive information about the school's curriculum policies and changes well in advance of the registration deadlines for the next academic year.

## **4.2 GRADUATION REQUIREMENTS**



In order to be in good standing and on track for graduation, by the end of the ninth grade year, students should have earned 70 units; by the end of the tenth grade year, students should have earned 140 units; by the end of the eleventh grade year, students should have earned 210 units.

The following course of studies is required for graduation:

English	40	units
Theology	35	units
Social Studies	30	units
Mathematics (including Alg 2)	30	units
Science (Life & Physical Lab)	20	units
Physical Education (incl. Health)	20	units
Modern Language	20	units (of one language)
Visual Performing Arts	10	units
Technology and Media Arts	5	units
Electives	60	units
TOTAL	270	units

In addition to the above-mentioned graduation requirements, all students are expected to participate in the 9th and 10th grade retreat program and to complete 80 hours of Christian/Community Service (C/CS).

#### 4.3 GRADING PERIOD

The school year is divided into two semesters, each of which is composed of two quarters. If necessary, during the middle of each quarter, students receive progress reports indicating that deficiencies exist in their academic progress. These reports are prepared by the instructor and mailed to the parents of the student in order to formally alert both parties that an academic deficiency exists and that there is danger of the student receiving a below average or failing grade in the subject.

#### 4.4 GRADING SYSTEM

A standard grading system is currently employed at Moreau Catholic High School. Passing grades in order of their priority are A, B, C, and D. Refer below for interpretation of each grade. A failure is indicated by the letter F. Grades C and D are acceptable for high school graduation. Grades of A, B or C are acceptable for college admission. A report of student work in each subject is mailed to parents at the end of each quarter and semester.

Grade of 'A' reflects outstanding achievement. The student consistently does more than required, learns rapidly, shows creativity, and assumes active leadership in learning activities.

Grade of 'B' shows above average achievement. The student sometimes does more than required, demonstrates an above average interest and initiative, and displays some leadership in learning activities.

Grade of 'C' points to average achievement. The student does assigned work, shows average interest and initiative, and takes some part in classroom activities.

Grade of 'D' indicates minimum achievement or below-average work. The student usually does not complete all assigned work, learns slowly, shows some interest and initiative, but often may be passive and somewhat inattentive in classroom activities.

Any student receiving a D grade for a semester in a class required for college admission must repeat that semester's work with a grade of C or better in an approved school course to gain college eligibility.

Grade of 'F' means unsatisfactory achievement or failing work. The student does not complete minimum requirements, and does not participate in classroom activities. It is to be noted that any student receiving a failing grade (F) for a semester in a required subject needed either for promotion or graduation must repeat that semester's work satisfactorily in an approved school course prior to moving to the next level in that subject area. Courses cannot be repeated at Moreau Catholic for credit during the school year.

In the event that students have a question about a semester grade, they must contact the teacher no later than the first three weeks of the following semester.

#### 4.5 GRADING SCALE

90-100 A

80-89 B

70-79 C

60-69 D

Below 60 F

The method used for computation of semester grades in the various departments is described in each teacher's Course Information Guide.

#### 4.6 GRADE POINT AVERAGE

Grade point average, GPA, is determined by giving to letter grades a numerical value:

A	=	4.000	C	=	2.000
A-	=	3.667	C-	=	1.667
B+	=	3.333	D+	=	1.333
B	=	3.000	D	=	1.000
B-	=	2.667	D-	=	0.667
C+	=	2.333	F	=	0.000

Honors and AP courses are given an additional point for an A, B, or C grade. The number assigned to the grade is multiplied by the number of credits for that course. These numbers are added together and divided by the number of credits attempted.

#### 4.7 TRANSCRIPT INFORMATION POLICY

Transcript information reflects a student's home address, telephone number, courses attempted and completed while enrolled at Moreau Catholic, and cumulative GPA for grades 9 through 12. A student's transcript does not contain information about a student's cocurricular activities or discipline record. Moreau Catholic High School does not rank students' GPAs.

Courses taken during the summer at Moreau Catholic High School's summer school program will be posted on the transcript. While we encourage students to participate in summer enrichment programs, we cannot always accommodate the posting of such activities on the transcript. Only coursework that is used to fulfill pre-requisites for Moreau Catholic graduation requirements will be posted on the transcript. Courses taken prior to the 9<sup>th</sup> grade year will not be posted. The Assistant Principal of Instruction must approve all courses. Parents are reminded that they should retain a copy of student's official transcript for any courses completed outside of Moreau Catholic to use in the college admissions process. Summer course work is not used in the calculation of cumulative GPA.

Transcripts may be requested by one of 3 methods:

- 1) Download the transcript request form, complete the form and submit it and the transcript fee to the main office. The fee is \$4.
- 2) Pick up a transcript request form at the counseling center or main office and complete the form and submit it and the transcript fee to the main office. The fee is \$4.
- 3) **DOCUFIDE**: The fee is \$7. This option is recommended to those who need the transcript urgently and/or would like to send their transcript electronically. This service is on-line at [www.Docufide.com](http://www.Docufide.com). This service provides a means to trace the delivery of your transcript.

#### **4.8 HONOR ROLL**

Each quarter the names of those students whose GPA is from 3.0 to 3.49 are listed on the Honor Roll. Those students whose GPA is 3.5 or higher are listed on the Principal's Honor Roll.

#### **4.9 HONOR ROLL AT GRADUATION**

Honors at graduation are earned for the following 7 semester cumulative GPA's: CUM LAUDE for a 3.5 to 3.74; MAGNA CUM LAUDE for a 3.75 to 3.89; and SUMMA CUM LAUDE for a 3.9 and above.

#### **4.10 SUMMER SCHOOL**

Students receiving a D or F in a course required for college admission will be required to make up that course during summer school. Successful completion of the summer school course will result in that course and grade being posted on the student's transcript; however, the summer school grade will not be factored into the student's overall grade point average. Summer school courses can be taken at Moreau Catholic High School or at another school previously approved by the Office of Instruction.

Students should check with their counselor to verify what courses or outside schools are approved for summer school credit.

## **CHAPTER 5 ACADEMIC POLICIES**

### **5.1 STATEMENT OF ACADEMIC INTEGRITY**

As a community that affirms the traditions and values of Christianity and the Catholic faith, Moreau Catholic High School demands academic integrity and ethical conduct in all areas of school life. Students, parents, teachers, staff and administrators must work together to maintain and enforce an atmosphere of honesty and respect for each other's work and ideas in all areas of campus life.

Academic dishonesty includes, but is not limited to:

Plagiarism. Plagiarism is defined as the theft and use of another's ideas or writings as one's own, with or without the knowledge of the other person. This includes not properly citing sources in a written work and sources taken from the Internet and/or other electronic resources.

Cheating. Cheating is defined as using unauthorized notes, materials, and/or resources of any type (calculators, the help of another student, looking at another paper, etc.) on any exam, quiz, paper, and/or homework assignment. Allowing another student to cheat from one's own exam, paper, and/or homework is also considered cheating.

Consequences will be appropriately assigned to any student who gives the impression of academic dishonesty by word and/or action.

Consequences: To be determined by the student's assistant principal, including, but not limited to the following:

First Offense - 'No Credit' on test/assignment, mandatory student workshop.

Second Offense - 'No Credit' on test/assignment, suspension, strict probation, student removed from any and all elected or leadership positions for the remainder of the school year.

Third Offense - Withdrawal from Moreau Catholic High School.

### **5.2 CHRISTIAN/COMMUNITY SERVICE (C/CS) PROGRAM**

#### **Goal and Objectives**

The goal of the service program is to challenge students to be involved in their local communities by volunteering in response to the needs that are present there. Students volunteer to work only with non-profit agencies. At the end of their four-year studies, each student will have been given the opportunity to experience a variety of services that will also help them clarify their particular gifts and talents.

The service requirement has been designed to achieve the following objectives:

- \* to emphasize to both parents and students the importance Moreau Catholic High School places on service to people especially those in need, by requiring a minimum of 80 hours of service for graduation.
- \* to provide the students the opportunity to reflect and learn from their experiences. Each student is required to submit a 2 to 3 paragraph reflection after completing the work.

Guidelines:

- 1) "Community" in "community service" means outside the school community. Any service done by a student to the school will not be credited as CCS.
- 2) Any special service project that may require a student's absence from school must meet the following criteria and have advance approval from the student's assistant principal in order to receive credit.
  - a. The request to participate in the project must be made to the student's assistant principal at least two weeks in advance.
  - b. A parental note must be on file in the attendance office prior to the absence.
  - c. The student's attendance record will be a consideration in the process of approval. Any absence from school to perform C/CS hours will count on the student's attendance record as an excused absence from school.
  - d. The student must have a cumulative GPA of 3.0 or above.
  - e. Students requesting absence from school to perform a service project must be in good standing and not subject to any disciplinary probation.
  - f. All arrangements for volunteering at a particular agency, and transportation to and from the service site, are entirely the responsibility of the student.

- 3) Freshman and sophomore students are expected to submit 20 (or more) hours per school year. A total of 40 additional hours must be completed during a student's junior and senior years giving a minimum total of 80 hours or service for four years.
- 4) Parents can become involved in the service program by providing transportation for off-campus service opportunities, by joining their sons/daughters in performing service as appropriate, by assisting MCHS staff in supervising a service opportunity, or by suggesting a service opportunity to the assistant principals for possible inclusion in the list of approved sites/projects.
- 5) A supervisor must be 21 or above and the supervisor's signature cannot be signed by a parent.
- 6) All students transferring into Moreau Catholic High School in their sophomore year will complete all 60 service hours. All students transferring into Moreau Catholic High School in their junior year will complete 40 service hours. All students transferring into Moreau Catholic in their senior year will complete 20 service hours.
- 7) The deadline for submission of service hours of incoming sophomores, juniors and seniors is on **August 11, 2010**. The assistant principals will compile a list of those seniors, juniors, and sophomores who have not completed 60, 40, and 20 hours of service, respectively. Students on the list cannot participate in cocurricular activities, dances or athletics until they complete the hours. The list will be given to all assistant principals and the athletic director so that they can check them against club, student government, and team rosters. These students will remain on this cocurricular ban until the hours are completed and verified by the student's assistant principal.
- 8) Every senior is encouraged to be a member of CLUB 200. Club 200 is established to acknowledge and thank seniors who have completed 200 hours or more giving service to the community. Students in Club 200 will receive a service award at the Evening of Excellence and acknowledgement at the Academic Awards assembly.
- 9) The deadline for submission of all hours by seniors is on **January 5, 2011**. A student who is unable to meet the deadline will result in the school withholding a student's diploma. Additionally, seniors who miss this deadline will not be able to participate in senior activities, including Senior Breakfast, Grad Night, and Senior Ball.

All students should complete a minimum of 20 hours per year, reaching a total of 80 hours by January of their senior year. All students should complete 20 hours in the areas of **Environment and Ecology** and at least 20 hours in working **In Solidarity with the Poor**. These can be completed at any time throughout their four years at Moreau Catholic. Those students who do not complete a minimum of 20 hours per year will face disciplinary consequences including prohibitions from clubs, activities, and dances.

All hours will need to be submitted online through the Family Connection link on the Moreau Catholic website. Students will need to log-on, and go to Resume in order to complete the form. There will be random checks done throughout the year to verify hours completed. Any student found to have forged their information would be subject to severe disciplinary consequences. For any question or clarification, please contact the student's assistant principal or counselor.

### 5.3 COURSE PLACEMENT

Developing a course of studies for a student incorporates the student's wishes as indicated on his/her preliminary course request form and the ability of the school to meet those requests and those of other students. If an irresolvable schedule conflict exists, courses may be substituted without student notification.

Therefore, it is necessary that alternate choices be selected with the same care as first choices. Schedules may be changed at the beginning of each semester during the first three days of class. In the beginning of the first semester students may request a change in any part of their schedule during the first five days of class. Mid-way through the second quarter, students may request a change to second semester courses. All second semester course changes must be completed by the third day of the semester.

Course change requests made after the third day of the first semester will be considered only under unusual circumstances. If a course is dropped after the fifth week of the semester a W (withdrawal) or quarter grade will be posted on the student's transcript for the course being dropped.

### 5.4 HOMEWORK

On the first day of each class, students receive a Course Information Guide which contains homework requirements and study expectations. Each student is expected to maintain good study habits, including choosing a quiet place free from interruptions and distractions, developing a study schedule, and putting forth his/her best individual effort to complete each assignment. On Day 2, the Collaboration-Academic period is an opportunity for students to obtain tutoring or assistance from teachers or to work on group projects. Students should devote a minimum of two hours daily (exclusive of class time) to their written and study assignments. In addition to completion of all written assignments, a student should spend a reasonable amount of time each day reviewing the day's lesson, reading assigned portions of the text, reviewing and studying class notes and vocabulary, and preparing for the next day's lesson.

Homework assignments will be regularly monitored and assessed by teachers.

### 5.5 GUIDELINES FOR FIELD TRIPS

Field trips sponsored by Moreau Catholic High School serve the purpose of enhancing the classroom curriculum. All participating students will submit a signed parental permission form that clearly states the education purpose of the activity and the day's schedule. The classroom teacher and an appropriate number of chaperones supervise trips. Please be aware that all school trips require a Moreau Catholic permission slip.

### 5.6 SCHOLASTIC REQUIREMENTS FOR PARTICIPATION IN ATHLETICS

See Scholastic Requirements, Chapter 9.4.

### 5.7 SCHOLASTIC REQUIREMENTS FOR PARTICIPATION IN DRAMA PRODUCTIONS

- 1) In order to participate in either the fall or spring drama productions, a student must have a GPA of 2.00 with no F's at the end of the most recent grading period.
- 2) Prior to auditions, the drama director will inform students via the Daily Bulletin and other avenues of communication, the dates and times for auditions, the sign-ups for the technical crew, and where they may obtain grade check forms. ALL students must submit a current grade check form **completed by class teachers**, and return it to the drama director by the announced deadline.
- 3) If, during the production process, the grading period GPA falls below a 1.667 or if the student receives 2 F's, that student may not be allowed to continue in the production. The director will determine this after careful review and advisement.
4. All student participants must be enrolled in the production class. If a student is not allowed to continue participating due to low grades or other circumstances, the student will receive no credit for the class.

### 5.8 SCHOLASTIC REQUIREMENTS FOR PARTICIPATION IN STUDENT GOVERNMENT

To be eligible to run for office in student government, students must have at least a 2.50 GPA with no F's at the end of the most recent grading period and must not be on strict disciplinary probation. Ninth grade students must obtain and have completed a grade check form in order to run for class office.

The following regulations apply to those students who have been elected:

- 1) A GPA of 2.00 with no F's is required in order to participate in student government. Grading periods are defined as the end of the first quarter, end of the first semester, end of the third quarter, and end of the second semester.
- 2) A GPA below 1.667 or two F's for a grading period will result in the student's removal from student government. A student will not be reinstated until he/she achieves a 2.00 GPA with no F's at the end of the next grading period.
- 3) Should a student be placed on disciplinary probation, please refer to that section in the handbook.

### **5.9 SCHOLASTIC REQUIREMENTS FOR PARTICIPATION IN CAMPUS MINISTRY AND RETREAT LEADERSHIP**

To be eligible to run for consideration for membership in campus ministry or retreat leadership, students must have at least a 2.00 GPA with no F's at the end of the most recent grading period and must not be on disciplinary probation.

The following regulations apply to those students who have been selected for campus ministry or retreat leadership:

- 1) A GPA of 2.00 with no F's is required in order to participate in campus ministry. Grading periods are defined as the end of the first quarter, end of the first semester, end of the third quarter, and end of the second semester.
- 2) A GPA below 1.667 or two F's for a grading period will result in the student's removal from campus ministry. A student will not be reinstated until he/she achieves a 2.00 GPA with no F's at the end of the next grading period.
- 3) Should a student be placed on disciplinary probation, please refer to that section in the handbook.

### **5.10 MEDICAL EXCUSE FOR PHYSICAL EDUCATION**

A student who is unable to fully participate in PE class must bring a note from a physician to the attendance officer and the chairperson of the PE department, who will determine whether the student may safely participate in an adaptive PE program. Students who are excused from participation in PE may be required to participate in a make-up program. A student who does not complete the specified activities and who has missed more than 7 class periods in a semester may be denied credit for that semester.

Students who have a long-term medical condition (exceeding but not limited to one full quarter) which excuses them from the regular PE program should request a PE waiver from the PE department chairperson.

### **5.11 ACADEMIC PROBATION**

Students are placed on Academic Probation when any one of the following conditions is met:

- Semester GPA falls below 2.00 (regardless of cumulative GPA)
- Student receives one or more Fs in a semester
- Student has failed to make up a required course in summer school which prevents the student from moving on to the next course in the sequence (i.e. receiving a D+ or below in Algebra I, Geometry, Spanish I, French I during Semester 2 and not making the course up in the summer)

Once placed on academic probation, students will be required to attend a counselor, assistant principal meeting with their parents. At this meeting, students will sign an academic probation contract and create an academic action plan.

- 1) The student will be under the supervision of an academic counselor whose duties shall include one or more of the following:
  - a) to involve the parents
  - b) to provide direction for the student, and
  - c) to obtain special progress reports from teachers.
- 2) It is the responsibility of the student and parents to follow through with the terms of Academic Probation. Frequent contact between student and parent with teacher and counselor is encouraged through this period.
- 3) Once placed on Academic Probation, students have one semester to ensure that their subsequent semester GPA is 2.00 or above and receive no Fs or make up the missing course.

If these conditions are met, the student is taken off Academic Probation. If not, their continued enrollment at Moreau Catholic is subject to the evaluation of the Academic Probation Committee, made up of all assistant principals and counselors.

At the end of this meeting, the Committee will make a recommendation regarding the enrollment status of the student and forward that recommendation to the Principal. The recommendation may result in continuation of academic probation or withdrawal from the school. The Principal will make the final decision in all cases.

Parents who wish to appeal the decision of the Principal may file a letter of appeal with the Principal within 24 hours of the initial decision. This letter must present new information not available to the Committee that might alter the decision. The Principal is the final arbiter of the appeal.

### **5.12 ACADEMIC DISQUALIFICATION**

A student will be academically disqualified from further attendance at Moreau Catholic High School if the student receives three or more semester F grades during a given semester, or if the student fails to meet the terms of academic probation. Passing the California High School Proficiency Exam does not exempt students from attending school unless they are 16 years old or over and have verified parental permission to withdraw.

### **5.13 TRANSFER STUDENTS**

Transfer students have amended requirements when it comes to issues such as courses required for graduation, C/CS hours, and courses that may be repeatable for credit. Please refer to the Course Description Guide for more information regarding these requirements as they pertain to transfer students.

## **CHAPTER 6 CAMPUS MINISTRY**

Campus Ministry at Moreau Catholic High School strives to foster authentic experiences of faith with the students, faculty, staff, and administration. It is Church on Campus based on the principles of Jesus as found in the Gospels.

Goals and Aspects of Campus Ministry

- A. Forming the Faith Community
- B. Appropriating the Faith
- C. Forming the Christian Conscience
- D. Educating for Justice
- E. Facilitating Personal Development

## F. Developing Leaders for the Future

### The Campus Ministry Retreat Program

All freshman and sophomore students are provided the opportunity to attend a retreat with their theology classes.

In order to provide a consistent, communal, spiritual experience for all ninth and tenth graders, students are required to attend these retreats, which occur during the regular school day. In keeping with the Catholic Church's strong emphasis on Social Justice, all tenth graders will spend their retreat day assisting with the St. Anthony Foundation in San Francisco. There are no additional fees for these retreats.

Optional retreats are offered throughout the year for juniors to enhance their spiritual development. Juniors have the opportunity to an overnight retreat.

KAIROS is a silent, directed retreat offered to our seniors as a 3 day, 2 night culminating retreat. On the retreat, students have an intense experience of faith community and will cover the following topics:

- A. One's personal identity as a faith-filled person
- B. Spirituality of friendship and family
- C. Personal prayer and faith
- D. God's love and forgiveness

### Holy Cross Immersion for Seniors

A Holy Cross education is a balance between heart and mind, of living faith and knowledge. The immersion program delivers this balance. By living and working in poor communities, MCHS senior students will experience the people, their history and culture. Faith is put into practice by serving others.

Immersion is life-altering experiences that teach our students what it truly means to live faithfully and act justly. By going on immersions, students stretch beyond their "comfort zones" and discover how fulfilling it is to serve those in need. Their firsthand experiences stay with them throughout their lives, and for some, inspires future careers.

This trip will be an intense experience of service work and living in Christian community with students from four other Holy Cross High Schools in the Southwest Province. This is an opportunity that includes learning about the common values experienced by students in Holy Cross High Schools. **Pre-trip meetings to be determined.**

## CHAPTER 7 COUNSELING

### 7.1 COUNSELING SERVICES

Moreau Catholic's Counseling Department and Counseling Resource Center are located on the third floor of the main building. The department offers services in academic, personal, college, scholarship, and career counseling. Our primary focus is working with students, as well as with parents and families. We offer assistance and counseling in any area that may impact a student's performance at Moreau Catholic.

Counselors meet with students whenever requested by a student, a teacher, an assistant principal, a parent, or due to unsatisfactory academic status. Parents who have questions about their son or daughter's performance are encouraged to contact the teacher and/or the counselor. Personal counseling is provided to all students in a confidential setting. We offer individual, group, and crisis counseling. Support groups are offered on a short-term basis.

Counselors are available before and after school and at lunch. Students may sign up to see their counselor with the counseling administrative assistant, Ms. Abdenour, or email their counselor directly. Counselors will send the student a call slip for a designated time during the school day within one day or sooner if it is urgent.

In the fall, counselors meet with each senior to discuss college plans and advise them on the college admissions process. During third quarter, all students in grades 9 through 11 meet with their counselor to confirm their course selections (and college admissions requirements) for the next year. An academic fact sheet reviewing these plans is given to each student after this meeting to share with their parents.

In conjunction with their scheduling meeting, counselors review information on specific college admission requirements. A number of local college fairs are offered at this time and counselors can provide the appropriate information for attendance. All students are encouraged to visit colleges in which they are interested by the fall of their senior year. Juniors and Seniors may take a "College Day" to travel to a college or university they are interested in. Procedures are outlined in section 11.6, "College Visitation Days."

We also provide career counseling, which begins in the sophomore year and continues through senior year. Utilizing the "Family Connection" link at Moreau's website, students are encouraged to develop and update their "game plan" for the future. Freshmen are given a "learning styles inventory" and career/personality assessment. Sophomores are given the "Career Interest profiler." In the junior year, students update their career clusters and "game plan." This information, coupled with scheduling conferences and individual counseling, enables students to be guided in the process of establishing goals, developing their aptitudes and interests, and making decisions which will benefit their future success. During the school year, we host "mini Alumni Career Days," which provide students with the opportunity to hear from our alumni on various careers and opportunities.

#### The Counseling Resource Center / Counseling web site

The Counseling Resource Center provides a place for students to utilize a wealth of publications on colleges and careers, to hear admissions representatives from numerous colleges, use computer-assisted career/college and scholarship search programs, and meet with outside speakers discussing their professions. Transcript request forms, NCAA Clearinghouse information and applications, and SAT and ACT registration forms are also provided in the center. Information on universities, financial aid, career paths, and college entrance testing can be found on our website: <http://www.moreaucatholic.org/counseling/index.html> and on our *Family Connection* link.

#### Family Connection

We encourage all students and families to utilize the Family Connections/Naviance program. This tool is a major resource in the college and career planning process. Links for college applications, financial aid, and scholarships are at your fingertips. If you don't have your username and password, please contact your child's counselor. Family connection is a "quick link" on the Moreau Catholic High School website.

### 7.2 SAINTS AND SCHOLARS: SPECIAL NEEDS & CLASS ACCOMMODATIONS

The Counseling Department provides coordination and support services for students with documented needs ranging from Learning Disabilities to physical or mental health conditions. The "Saints and Scholars Program" seeks to support student development of necessary learning skills and compensatory strategies to succeed independently. In order to promote student success, reasonable accommodations are provided based on the current impact of the disability on the student's academic performance. The Saints and Scholars Program follows the guidelines prepared by the College Board regarding accommodations and documentation of disabilities.

Incoming students are provided an "Instructional Assistance Questionnaire" to report any learning disability or other health issues that impact student learning. Current students may also be referred by parents or teachers. Please see the coordinator of the Saints and Scholars Program for additional information regarding the referral process. A supplemental application, which outlines the specific requirements for admission into the Saints and Scholars Program, must also be completed.

In order to receive accommodations, a student must have a report completed within the last three (3) years by a qualified Learning Specialist. The Saints and Scholars Coordinator reserves the right to request an updated assessment. This confidential report will become part of the student's file. The comprehensive evaluation must include:

- The specific disability or disorder which has been diagnosed
- Relevant educational, developmental and medical history
- Test results and subtest scores
- A description of the functional limitations resulting from the disability
- A description of specific recommended accommodations and a rationale explaining the need for the accommodation
- The professional credentials of the evaluator (license, certification, area of specialization)

Students who are eligible for the Saints and Scholars Program may also qualify for accommodations, including extended time on the PLAN, PSAT, ACT and SAT Reasoning Tests. In order to qualify for accommodations, the above-mentioned documents are submitted to the Educational Testing Services. Therefore, it is crucial that documentation is current and comprehensive for present and future academic support. The Saints and Scholars Program seeks to increase a student's chances for success by providing appropriate accommodations in high school, thus facilitating the continuation of accommodations in college.

### **Reasonable Accommodations**

When a documented learning disability is identified, Moreau Catholic faculty will be provided with a Formal Educational Plan. The plan is prepared at the beginning of each academic year with information that will help teachers work productively with the student. Educational plans are distributed confidentially to teachers at the start of each semester. The original current copy of the plan is maintained in the student's learning needs file. The plans are a resource for teachers in making reasonable accommodations, which may include:

- Allowing for a note-taker
- Allowing preferential seating
- Recordings for the Blind and Dyslexic (RFBID)
- Allowing for the use of learning aids in the classroom including laptops equipped with spell-check and calculators
- Providing areas outside of the classroom for tests and other assessments
- Providing extended time on tests, quizzes

## **7.3 COLLEGE SPEAKERS ON CAMPUS**

During the school year representatives from various colleges and universities may visit the Moreau Catholic campus to speak with interested students about admission and academic programs. Students should use their Family Connection account to sign up for speakers they are interested in. Appointments are under the supervision of the college coordinator. We encourage students to be selective when signing up to see a particular campus representative and they should inform their teachers in advance of a representative's appointment. Students are responsible for any class work or assignments missed while attending the representative's meeting.

# **CHAPTER 8 STUDENT ACTIVITIES**

Student activities encompass all cocurricular activities of the school, providing creative outlets for student leadership and participation in a variety of ways which further school unity and civic responsibility.

Activities within the student activities program are coordinated through the work of the student council assisted by the Office of Campus Life. The student activities program is intended to be as educational as the time students spend in the formal classroom environment. To maximize the full potential of their education, all students are encouraged to participate in the program. **Students must attend school the day of or the Friday before any cocurricular activity.** At the conclusion of all activities students must be picked up and leave the event in a timely manner or the student will not be allowed to attend the next activity.

## **8.1 CLUBS AND ACTIVITIES**

The following guidelines have been established with regard to student organizations and activities:

- 1) The clubs are recognized by the principal.
- 2) Membership is open to all students, with the exception of the honor societies which have specific academic requirements.
- 3) The club or activity has an administration-approved faculty sponsor who attends all meetings and functions.
- 4) The club or activity deposits its funds in school accounts and follow established financial procedures.
- 5) The club or activity may use the school's name for public, social, or commercial activities with the permission of the principal.
- 6) All activities are approved by the Office of Campus Life. Extensive changes or unusual activities must be approved by the principal.
- 7) All activities must be supervised. Actions listed as leading to suspension and expulsion incur the same penalties whether on campus or off campus. Any disciplinary problems must be reported to an administrator as soon as possible. If drugs, alcohol, or violence are involved the report must be immediate.

## **8.2 DANCES AT MOREAU CATHOLIC**

Moreau Catholic High School sponsors several dances during the school year. The following conditions apply:

- 1) All dances at MCHS are from 7:00-10:00 PM. Students will not be admitted after 8:00 PM without a phone call to a parent/guardian. Students are expected to have their ride from the dance available at 10:00 PM. Off campus dances end at times published on the school calendar. Parents are expected to pick students up immediately after these events end. All students MUST be picked up by 10:30 PM. Any student whose ride arrives after 10:30 PM will receive a regular detention and may not be allowed to attend the NEXT school activity.
- 2) All dances off-campus (Winter Ball, Proms) have specific times. Students will not be admitted after one hour from the beginning of the dance without a phone call to a parent/guardian. Students are expected to have their ride available at the end of the dance. Any student whose ride arrives past 30 minutes from the end of the dance will receive a regular detention and may not be allowed to attend the NEXT school activity.
- 3) Moreau Catholic students may apply to bring a guest to selected dances. They must obtain a guest pass from an assistant principal as instructed via the school bulletin. All guests must have parental approval and the approval of the student's assistant principal. Only 9<sup>th</sup> grade students or older may be invited as a guest and no guest over the age of 20 may attend dances. All guests must have current picture identification with printed date of birth. No exceptions.
- 4) Moreau Catholic students are required to present a current school student body card to attend any dance. Failure to show a current school student body card will result in a detention to be served on the next available school day. Guests must show a current school ID for admittance, failure to do so will result in a phone call to guest's parent/guardian for identification. Guests of high school age not attending high school must show a current photo ID.
- 5) Moreau Catholic students must have all regular detentions cleared prior to dance attendance. Students on regular probation may appeal for dance attendance, while students on strict probation will not be allowed to attend.
- 6) A student may not leave the dance early without parental permission communicated to the administrator in charge. Students must leave the school grounds upon exiting the dance.
- 7) Appearance code for informal dances is only relaxed to include walking shorts and t-shirts. Hats, spaghetti strap shirts, and short skirts are not allowed. Dances requiring more formal attire will be announced. Students should pay special attention to announcements concerning our annual Sadie Hawkins dance attire. Students should be mindful of specific colors of garments that may be interpreted as being related to gang involvement or affiliation (See section 10.9, 1h).
- 8) Moreau Catholic requires respectful and mature actions by students and guests at all of our dances. Offensive language, obscene gestures, unsafe and/or explicit dancing, such as "freking," is strictly prohibited. Students choosing to dance inappropriately will be asked to leave the dance floor and sit away from the dance for a period of at least 15 minutes. Students' parents will be contacted at the end of the 15 minutes and asked to talk with their child. A second offense will result in a student being asked to leave the dance and a Saturday detention will be issued.

## **8.3 EXPULSION FROM COCURRICULAR ACTIVITIES**

In the event that Moreau Catholic students, guests, or parents, do not comply with school behavioral policies, they will be asked by the administrator in charge to leave the school activity. For students under these circumstances the following procedure will be followed:

- 1) Expulsion due to the use of drugs, alcohol or violent behavior:
  - a. Police will be called and the incident reported. Depending on the severity of the incident, the police may take custody of the student or agree to release the student to the school or parent. The student will remain under the supervision of the school administrator or campus supervisor until the situation has been dealt with completely.
  - b. Parents will be called and asked to come to the school immediately either to pick up their student or to follow up with the police.
- 2) Expulsion for other reasons:
  - a. Parents of the student will be called by the school administrator to inform them of the situation.
  - b. Parents will be required to pick up their student or to give permission for the student to drive him or herself home.
  - c. If the parent cannot be reached the student will be held and supervised by the school administrator or campus supervisor until the end of the activity. During the next working day the parents will be notified regarding the incident.

## **8.4 OFF CAMPUS PARTIES**

The staff of Moreau Catholic High School is concerned about alcohol and other drug use by students. With this concern in mind, some guidelines are offered to parents for their consideration:

- 1) Parties should be chaperoned.
- 2) Parents of a party-goer are advised to contact host parents.
- 3) Parents should have the phone number and address of the party.
- 4) Parents should assure students that, in case of unexpected circumstances, they can call for a ride home.
- 5) Parents are advised to instruct teenagers not to have parties when parents are not at home.
- 6) Drinking by minors is illegal.
- 7) Drugs are illegal substances.
- 8) You may be criminally responsible if you knowingly allow minors to consume alcohol or use other drugs.
- 9) Driving under the influence of alcohol or other drugs is unacceptable and potentially dangerous behavior at any age.

# **CHAPTER 9 ATHLETICS**

## **9.1 ATHLETIC PROGRAM**

The interscholastic athletic program is an integral part of Moreau Catholic High School. It holds many educational advantages for those students who elect to participate. The self-discipline required of the students participating in interscholastic competition provides a unique training opportunity not ordinarily available elsewhere in the curriculum.

All interscholastic activities of the school's athletic department will maintain the ideals and standards that are the policy of the school administration, the league, the North Coast Section (NCS), and the California Interscholastic Federation (CIF).

The teams fielded are as follows:

### **FALL SPORTS**

#### **CROSS COUNTRY**

Boys/Girls Varsity, Boys/Girls Junior Varsity, Boys/Girls Frosh/Soph

#### **FOOTBALL**

Varsity, Frosh/Soph  
 GIRLS GOLF  
 Varsity, Junior Varsity  
 GIRLS TENNIS  
 Varsity, Junior Varsity  
 GIRLS VOLLEYBALL  
 Varsity, Junior Varsity  
 RALLY SQUAD  
 Cheer Varsity, Cheer Junior Varsity  
 Song Varsity  
**WINTER SPORTS**  
 BASKETBALL  
 Boys Varsity, Boys Junior Varsity, Boys Frosh  
 Girls Varsity, Girls Frosh/Soph  
 SOCCER  
 Boys Varsity, Boys Junior Varsity  
 Girls Varsity, Girls Junior Varsity  
**SPRING SPORTS**  
 BADMINTON  
 Boys/Girls Varsity, Boys/Girls Junior Varsity  
 BASEBALL  
 Varsity, Junior Varsity  
 BOYS TENNIS  
 Varsity, Junior Varsity  
 BOYS VOLLEYBALL  
 Varsity, Junior Varsity  
 BOYS GOLF  
 Varsity, Junior Varsity  
 SOFTBALL  
 Varsity, Junior Varsity  
 SWIMMING  
 Boys/Girls Varsity, Boys/Girls Junior Varsity  
 TRACK & FIELD  
 Boys/Girls Varsity, Boys/Girls Junior Varsity

## 9.2 INFORMED CONSENT

Parents and students need to be aware of the potential dangers of participation in interscholastic athletics since there is a risk of being injured in all sports. The risk of injury may be severe, including varieties of fractures, sprains, contusions, brain injuries, paralysis, or even death. Risk of injury may be somewhat reduced through parent insistence upon student-athletes following carefully all of the guidelines given by the coaching staff and school regarding training rules, safety procedures, proper use of equipment, legal and safe playing techniques, and any and all other safety procedures.

## 9.3 ELIGIBILITY RULES

- 1) Only students regularly enrolled in CIF member schools, grade 9-12, shall be permitted to participate in interscholastic competition. Students shall not participate nor practice on any team if they attain their nineteenth birthday prior to June 15.
- 2) A student who first enters the ninth grade of any school following his/her completion of the eighth grade in any school may be eligible for athletic competition during a maximum period of time that is not to exceed eight semesters. This eligibility must be used during the first eight semesters of attendance at that school or any school. Enrollment and/or attendance for fifteen (15) days or more, or participation in one or more inter-school contests shall count as one of the eight semesters.
- 3) A student who transfers from one school to another without a change of address on the part of the parents or legal guardians shall be ineligible for one (1) year. This rule also applies to students 18 years of age or older, though they are legally adults. It does not apply to students who have been promoted from elementary or junior high schools at the end of the preceding semester. CIF, NCS, and the league do, however, provide a means to appeal for waivers of ineligibility. Questions regarding this should be referred to the Athletic Director.
- 4) Foreign exchange students interested in participating in athletics should contact the assistant principal regarding their possible eligibility.

## 9.4 SCHOLASTIC REQUIREMENTS

The school's program operates on the concept of the "student-athlete." A student wishing to participate in the sports program must meet the following eligibility standards, while making satisfactory progress toward graduation:

- 1) A GPA of 2.00 with no F's is required for full athletic eligibility. Grading periods are end of the first quarter, end of the first semester, end of the third quarter, and end of the second semester. A student remains ineligible for one full grading period.
- 2) A GPA between 1.667 and 1.99 or one F would allow the athlete conditional eligibility contingent on improvement of grades.
- 3) A GPA below 1.667 or two F's for a grading period would make the student ineligible.
- 4) A student who has been on conditional eligibility or ineligible must achieve a 2.00 with no F's at the end of the next grading period in order to become fully eligible on the established "date of determination."
- 5) Fall sports eligibility is based on the previous year's second semester. Summer school grades may be considered.
- 6) Spring football eligibility is based on the third quarter.
- 7) Initial ninth grade academic eligibility is based on second semester of eighth grade.

## 9.5 ATTENDANCE REQUIREMENTS



- 1) A student-athlete who misses any part of the school day for reasons other than medical or dental appointments will not be allowed to participate in practice or in a game on that day. Any exceptions must be cleared by the Athletic Director.
- 2) Any student-athlete enrolled in a physical education class who does not participate in class on a given day may not participate in practice or in a game on that same day. Any exceptions must be cleared by the Athletic Director.

## 9.6 AMATEUR STATUS REQUIREMENTS

A student must be an amateur, that is, one who has not coached, or taught, or participated in athletics for pay (or compensation).

## 9.7 UNIFORM AND EQUIPMENT REQUIREMENTS

- 1) Any student who is issued equipment or uniforms is fully accountable for the return, in good condition, of the items issued. Parents will be held financially accountable for any items lost, stolen, or damaged.
- 2) Uniforms and equipment issued to the student at the beginning of the season for use throughout the sport shall be stored in a LOCKED locker at school or kept at home for use on game days. No student should give out a lock combination to any other student. **It is the student's responsibility to lock all valuables and possessions at all times during use of the locker room for storage. All lost possessions must be reported to the teacher or coach immediately.**

## 9.8 MEDICAL REQUIREMENTS

- 1) Each student who participates in any sport must provide evidence of a physical examination by a medical practitioner in order to satisfy CIF, NCS, and Moreau Catholic High School athletic regulations. Physical examinations are valid for one calendar year. Such evidence is to be turned in to the Athletic Director prior to the beginning of practice for the athlete's sport.
- 2) Each student participating in any sport (athlete, statistician, manager, etc.) must provide a complete medical release form signed by the parents.
- 3) Each student participating in interscholastic sports must provide evidence of medical insurance; this information should be recorded on the medical release form.
- 4) **Football Insurance:** Competition in interscholastic football requires additional insurance in order for the student to be allowed to compete. This requirement may be satisfied through policies by the student-athlete that do not exclude interscholastic football or by the purchase of insurance specifically for interscholastic football.
- 5) After an injury which requires medical attention, a release in writing must be obtained from a doctor before a player may resume participation. This is for the protection of the player, coach, and school.

## 9.9 TRANSPORTATION AND TRAVEL

- 1) Travel to away contests may be by school bus, school van, charter bus, or other method approved by parental permission slips. The transportation of students from their homes to game sites is the responsibility of the parents. The transportation of students to off-campus practice sites is also the responsibility of the parents.
- 2) Students who travel to a contest by school bus, school van, charter, etc. must present a signed note from their parents if they are to be permitted to go home with someone else.

## 9.10 OUTSIDE COMPETITION

- 1) According to CIF rules, no student may participate for an outside team and a school team in the same sport during the same season; i.e. CYSA soccer and Moreau Catholic soccer; USVBA volleyball and Moreau Catholic volleyball; recreational softball and Moreau Catholic softball, Babe Ruth baseball, league baseball and Moreau Catholic baseball.
- 2) Athletes are not obligated to attend any meeting when the sport is not in season or when the athlete is still a member of another school team. Athletes shall request their coach's permission to attend organizational meetings of another Moreau Catholic sport, especially if it would involve missing a practice time.

## 9.11 GENERAL

- 1) A completed participation packet is required of all students intending to participate during athletic registration days in August. Packets are available online on the Moreau Catholic web site. Packets turned in late will be assessed a \$20.00 late fee.
- 2) Athletes who are forced to try out late due to overlapping seasons will be given an equal opportunity to make the team.
- 3) Any person cut from a team may request an explanation from the coach involved.
- 4) After joining a team, a player must finish that season before going out for another sport, unless approval is received from the coaches involved. Consent may be given if it is in the best interest of the program and player involved.
- 5) Whenever a question arises in a player's mind, the player should go to the respective coach for an answer. If that does not solve the problem or answer the question, the player should then go to the Athletic Director.
- 6) Athletes and their parents are expected to be familiar with the policies, and regulations of the Moreau Catholic High School athletic department.
- 7) Parents of athletes are highly encouraged to join the school's booster club and to actively participate.

## 9.12 SUMMER CAMPS

Moreau Catholic High School offers summer camps for volleyball, football, boys basketball, girls basketball, coed tennis and coed badminton. The summer camp sessions usually begin the second week of June. Summer camp sessions are one or two weeks for the beginner/intermediate levels. Advance camps are also offered. Please contact the Athletic Director for duration and availability. Participation in summer camps is not a requirement for participating on the school's athletic teams during the regular school year.

## 9.13 SPORTSMANSHIP BEHAVIOR

- 1) Players are to show proper respect for their teammates, coaches, opponents and officials.
- 2) Any student-athlete placed on strict disciplinary probation will be ineligible to participate in athletics for the duration of the probation.
- 3) Players may not use or be in possession of any drugs, including alcohol, while being considered a member of a Moreau Catholic athletic team. Any player who must use a drug prescribed by a licensed physician to control a medical condition **MUST** have this noted on his/her medical release form. Smoking or chewing tobacco is not permitted. If there is a violation of the above rules, the appropriate assistant principal will be notified. The student-athlete will appear before the board which will determine the course of action to be taken with reference to athletics. Such action may include suspension from the team for a minimum of one game; referred for appropriate counseling; dismissal from the team and/or ineligibility for the duration of any probation assessed by the school. Should the situation be the result of a second offense, the automatic penalty is dismissal from the team.

#### **9.14 CODE OF CONDUCT FOR STUDENTS, PARENTS, SPECTATORS AND CHEERING SECTIONS**

- 1) Students are to respect the campus of the other schools. Students guilty of vandalism, on any school campus, are liable for expulsion.
- 2) Students guilty of unauthorized visitations to other schools at any time are subject to suspension.
- 3) No pre-game or post-game rallies are permitted at the other school's campus. Rallies may be held by the home school only after the visiting team players and spectators have left the campus, public stadium, or auditorium.
- 4) Signs and/or posters, banners, etc., (other than regular school banners) must meet HAAL guidelines and must be in accord with Moreau Catholic High School philosophies.
- 5) Spectators are required to maintain a high degree of sportsmanship during athletic contests.
- 6) Spectators must, at all times, remain in the designated seating areas while a contest is in progress.
- 7) No spectator is allowed to confront an official, coach, school employee, or player before, during, or after an athletic contest.
- 8) A spectator suspected of throwing objects onto the playing surface of an athletic contest will be immediately ejected from the premises.
- 9) The actions of a spectator detrimental to the playing of a game may cause forfeiture of the contest.
- 10) There shall be no antagonistic or deprecating comments directed at the opposing school or at individual players.
- 11) Moreau Catholic High School reserves the right to remove any person who is in violation of the above standards from any event and to refuse admission to future events.

#### **9.15 PURSUING VICTORY WITH HONOR - SIXTEEN PRINCIPLES**

In May 2001, the Moreau Catholic High School Board of Trustees adopted Pursuing Victory with Honor: Sixteen Principles as encouraged by CIF and NCS. The school is committed to the emphasis on education values and opportunities in high school athletics.

- 1) The essential elements of character building and ethics in CIF sports are embodied in the concept of sportsmanship and six core principles; trustworthiness, respect, responsibility, fairness, caring and good citizenship. The highest potential of sports is achieved when competition reflects these "six pillars of character."
- 2) It's the duty of school boards, superintendents, school administrators, parents and school sports leadership-including coaches, athletic administrators, program directors and game officials-to promote sportsmanship and foster good character by teaching, enforcing, advocating and modeling these "six pillars of character."
- 3) To promote sportsmanship and foster the development of good character, school sports programs must be conducted in a manner that embraces the academic, social, physical and ethical development of student-athletes and teaches them positive life skills that will help them become personally successful and socially responsible.
- 4) Participation in school sports programs is a privilege, not a right. To earn that privilege, student-athletes must abide by the rules and they must conduct themselves, on and off the field, as positive role models who exemplify good character.
- 5) School boards, superintendents, school administrators, parents and school sports leadership shall establish standards for participation by adopting and enforcing codes of conduct for coaches, athletes, parents and spectators.
- 6) All participants in high school sports must consistently demonstrate and demand scrupulous integrity and observe and enforce the spirit as well as the letter of the rules.
- 7) The importance of character, ethics and sportsmanship should be emphasized in all communications directed to student-athletes and their parents.
- 8) School boards, superintendents, school administrators, parents and school sports leadership must ensure that the first priority of their student-athletes is a serious commitment to getting an education and developing the academic skills and character to succeed.
- 9) School boards, superintendents, principals, school administrators and everyone involved at any level of governance in the CIF must maintain ultimate responsibility for the quality and integrity of CIF programs. Such individuals must assure that education and character development responsibilities are not compromised to achieve sports performance goals and that the academic, social, emotional, physical and ethical well-being of student athletes is always placed above desires and pressures to win.
- 10) All employees of member schools must be directly involved and committed to the academic success of student-athletes and the character-building goals of the school.
- 11) Everyone involved in competition including parents, spectators, associated student body leaders, and all auxiliary groups have a duty to honor the traditions of the sport and to treat other participants with respect. Coaches have a special responsibility to model respectful behavior and the duty to demand that their student-athletes refrain from disrespectful conduct including verbal abuse of opponents and officials, profane or belligerent trash-talking, taunting and inappropriate celebration.
- 12) School boards, superintendents, and school administrators of CIF member schools must ensure that coaches, whether paid or voluntary, are competent to coach. Training or experience may determine minimal competence. These competencies include basic knowledge of: 1) the character building aspects of sports, including techniques and methods of teaching and reinforcing the core values comprising sportsmanship and good character, 2) the physical capabilities and limitations of the age group coached as well as first aid, and 3) coaching principles and the rules and strategies of the sport.
- 13) Because of the powerful potential of sports as a vehicle for positive personal growth, a broad spectrum of school sports experiences should be made available to all of our diverse communities.
- 14) To safeguard the health of athletes and integrity of the sport, school programs must actively prohibit the use of alcohol, tobacco, drugs and performance enhancing substances, as well as demand compliance with all laws and regulations, including those related to gambling and the use of drugs.
- 15) Schools that offer athletic programs must safeguard the integrity of their programs. Commercial relations should be continually monitored to ensure against inappropriate exploitation of the school's name or reputation. There should be no undue interference or influence of commercial interests. In addition, sports programs must be prudent, avoiding undue financial dependency on particular companies or sponsors.
- 16) The profession of coaching is a profession of teaching. In addition to teaching the mental and physical dimensions of their sports, coaches, through words and example, must also strive to build the character of their ability by teaching them to be trustworthy, respectful, responsible, fair, caring and good citizens.

#### **9.16 STEROID PROHIBITION**

The California Interscholastic Federation mandates that, "as a condition of membership, all schools shall adopt policies prohibiting the use and abuse of androgenic/anabolic steroids. All member schools shall have all participating students and their parents/caregiver agree that the athlete will not use steroids without the written prescription of a fully licensed physician (as recognized by the American Medical Association) to treat a medical condition." Moreau Catholic affirms and supports this mandate and encourages all families to discuss this important issue with their student-athletes.

## **CHAPTER 10 DISCIPLINE**

## PHILOSOPHY

Moreau Catholic High School is a college-preparatory, coeducational institution offering a diverse curriculum emphasizing academic excellence, spiritual development and personal responsibility. To successfully implement our curriculum, a strong disciplinary component integrating all aspects of the school community is essential. The ultimate goal of the school's administration is to actively work with students, parents/guardians, faculty, and staff to promote personal responsibility and respect for others and to maintain a safe and orderly environment.

Proper behavioral expectations are adopted to create a harmony with differing personalities working toward common objectives. Moral conduct, courteous behavior, and respect for the property of others are expected of Moreau Catholic students at all times including travel to and from school and school events. (CA Ed Code 44807)

To maintain order and discipline and protect the safety and welfare of students and school personnel, school authorities may interview students and/or search a student's personal effects. A student's personal effects, includes but is not limited to, purses, book bags, sport bags, electronic devices, books, folders, clothing and other personal items. A search would occur whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a student is involved in an interview, it is expected that he/she conduct themselves in a manner that is consistent with Christian values including but not limited to being respectful, honest and complete in their statements.

The school reserves the right to search lost and found items and items in unlocked lockers for identification and safety purposes.

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

## CODE OF DISCIPLINE

### 10.1 APPEARANCE CODE

In keeping with its mission statement, Moreau Catholic High School expects its students to demonstrate good taste and modesty in their appearance, as appropriate to an educational environment. The school administrators, in consultation with the principal, have ultimate responsibility and authority for all issues pertaining to the appearance code.

Apparel choices for male and female students:

- 1) SHIRTS: Button up polo or oxford type collared shirts with sleeves. Shirt must fall below waistband when seated and must be loose fitting. Shirts (outer garment, not the under garment) must be buttoned to a point 4 inches from the top of the shirt collar and can be any color or pattern except camouflage.
- 2) PANTS: Solid or plaid cotton twill pant fitted at the waist. No blue jeans, no leggings, and no tights. Shorts must be fitted at the waist and must fall at a point 4 inches above the knee or lower.
- 3) SKIRTS: Fitted at the waist and must fall at a point 4 inches above the knee or lower. Leggings and tights under skirts are acceptable if the skirt or dress falls at a point 4 inches above the knee or lower but do not replace pants.
- 4) Other Guidelines
  - Clothing must be neat and in good repair.
  - No camouflage clothing.
  - No pajamas or sleepwear.
  - No baggy or tight clothing allowed.
  - Inappropriate words, graphics, symbols, decorations, or chains are not allowed on clothing or bags.
  - Backless shoes or heels above 2 inches are not acceptable. Any shoe that would compromise safety in an emergency is not acceptable.
  - No visible tattoos are allowed and piercing is allowed only in the ear lobes. Facial and body piercings must be covered with a bandage.
  - Hats, bandanas, and sweatbands are not permitted on school grounds.
  - Sunglasses may not be worn inside school buildings.
  - Hair must be neatly groomed (no spiking, no fade cuts, no long strands, no Mohawks and no other styles judged to be extreme by administration allowed). Hair color must be natural. Male students may not have hair longer than the base of their neck. Male students are allowed moustaches but must otherwise be clean-shaven.
  - Emergencies which cause students to be out of appearance code must be reported to an assistant principal immediately.
  - Any appeal of the appearance code for religious reasons must be documented each year by the student and family.

At all school liturgies, students are required to come to school dressed in liturgy attire. All attire should be modest and appropriate for wear to a liturgical celebration.

Male students

- Collared dress shirt, tucked in
- A necktie
- Dress slacks
- Dress shoes or dark athletic shoes

Female students

- Dress, skirt or dress slacks (length must follow appearance code guidelines, leggings and tights are allowed if skirt or dress is appropriate length)
- Blouses/tops must be modestly cut and appropriate for Mass (buttoned to 4")
- No plunging necklines, no bare shoulders
- Dress shoes or dark athletic shoes

On days of athletic contests, student-athletes are required to be in appearance code or liturgy dress attire. Team members may be given the option of purchasing a team-approved polo shirt supplied by an approved vendor. Any exceptions to this rule need the approval of the Director of Athletics.

### CONSEQUENCES

Students who do not comply with the appearance code or liturgy code receive a detention and must correct their appearance immediately or may be sent home to change into appropriate clothing. Students sent home will make up time missed with an equal amount of time in detention.

- 1st and 2nd offense in a year receives a detention.
- 3rd + detentions in a year receive Saturday detentions.

## 10.2 ELECTRONIC DEVICES

To prevent disruption in class, students may not use cellular telephones and other electronic devices during school hours (7:55 AM until end of scheduled day). Cell phones must be out of sight and turned OFF, not on silent or vibrate mode, during the school day. An administrator or campus supervisor may search cell phones at any time. Teachers may deem any electronic device as an acceptable education tool during class time.

***Any student found using unapproved electronic devices during a test will receive a zero on that assignment.***

Personal listening devices (iPods, MP-3s, etc.) may not be used inside the school building during the school day (7:55 AM until end of scheduled day).

Personal listening devices are permitted with one ear bud during lunch period inside the Ivaldi Student Center and outside in school lunch areas.

Electronic devices of any type may be confiscated by school personnel and kept until a parent contact has been made and may require a parent meeting. Repeat offenders may be required to leave electronic devices in their car or at home.

- 1st and 2nd offense in a year receives a detention.
- 3rd + detentions in a year receive Saturday detentions.

## 10.3 VIOLATIONS CONCERNING ALCOHOL AND OTHER DRUGS

We recognize the many problems that challenge students and their families. The problem of alcohol and drug abuse/misuse is a serious one. We make every effort to assist students who are motivated and interested in working to solve this problem. Strict confidentiality is observed in providing assistance, and every effort is made to enable students, who are actively seeking help for themselves or others, to continue their education at Moreau Catholic High School.

Any student that shows evidence of having consumed, or is reasonably suspected to be in possession, involved in the sale or exchange, or under the influence of controlled or illegal substances, is subject to an investigation. All students while on campus or at a school-sponsored event may be monitored with a passive alcohol sensor. If a student is suspected of being under the influence of alcohol, a passive alcohol measurement will be required. If the test confirms the presence of alcohol, an investigation will take place.

- "Reasonable suspicion" is defined as sufficient reasons or basis in fact to give rise to a reasonable belief that a student has drugs and/or alcohol in her/his blood system and/or on her/his person."
- "Showing evidence of" includes any behavior or conduct observed by an adult, which might be indicative of the use of alcohol and other drugs. This may be based upon specific observations concerning behavior, speech, body odors, or circumstances which indicate that a student at school or school event is not in a sober and reliable state, free from the influence of drugs and/or alcohol.
- "In possession" includes participation in the use of, being in the presence of drugs, or possession of drugs or drug paraphernalia, while going to and from school, on campus, or at any school activity.
- "Drugs" includes, but is not limited to, all that is commonly understood in the context of the problem: for example, narcotics, cocaine, hallucinogens, amphetamines, barbiturates, marijuana, and federally controlled substances.

The investigation may require the student to submit to searches and/or testing for controlled substances and may also include the filing of a police report or a request for police investigation. Refusal to submit to searches, testing, or assessment in a timely manner may result in a decision to expel the student. The student will be suspended pending completion of the investigation by the administration. The Disciplinary Review Committee may be convened to consider the student's return to Moreau Catholic High School. Parents will be notified when students are required to undergo an alcohol/drug assessment. Possible disciplinary consequences may include, but are not limited to, expulsion, disciplinary probation, and exclusion from school activities such as clubs, athletics, social events or graduation exercises for a specified period of time.

### CONSEQUENCES

- Students found to have sold or intending to sell will be expelled.
- Students found to have possessed or to have used controlled or mind altering substances will be suspended.
- Upon return to school, the student will be required to submit to assessment by a school-approved community agency.
- Circumstances may require a Disciplinary Review Committee hearing.
- The assessment results must be submitted in order for a student to continue their enrollment.
- There must be communication between the agency and counselor that the student has fulfilled all recommendations of the assessment; continued enrollment at MCHS is contingent upon the student's completion of the recommendations.
- Possible consequences of the assessment may include, but are not limited to, random drug/alcohol testing and assessment, education, counseling, inpatient or outpatient treatment.
- The assistant principal will review the behavioral expectations with the student and parents.
- A repeat offense will result in expulsion.
- Failure to comply with the assessed consequences will result in expulsion.
- Failure of parents to cooperate and support the conditions for their student's continuing enrollment at Moreau Catholic High School may result in the school's request that the parents withdraw their student.

## 10.4 HARASSMENT

All students must be allowed to learn in an environment free from unwelcome and unsolicited harassment of any type. This may include but is not limited to harassment regarding race, appearance, or sexual orientation. Behavior or comments that are offensive and/or of an offensive nature will not be tolerated.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal comment or conduct of a sexual nature when any or all of the following occurs:

- a) submission to such conduct is made either explicitly or implicitly a term of condition of a student's status or progress;
- b) submission to or rejection of such conduct is used as the basis of academic decisions affecting the individual;
- c) such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile, or offensive educational environment.

### Sexual Harassment

- 1) This policy prohibits students, faculty, staff, or volunteers from sexual harassing a student whenever it is related to a school activity or attendance and occurs at any time including but not limited to, any of the following:
  - a) while on school grounds;
  - b) while going to or coming from school;
  - c) during, or while going to or coming from, a school sponsored activity.
- 2) Any student who engages in the harassment of another student is subject to disciplinary action including verbal warnings and reprimands, counseling, suspension, and expulsion.

- 3) Students who feel aggrieved because of conduct that may constitute harassment should directly and immediately inform the person engaging in such conduct that such conduct is offensive and must stop. If the students do not feel comfortable doing this or are unable to do so they shall direct their verbal complaint to a counselor, appropriate assistant principal or the principal. These persons have been designated to assist in resolving harassment complaints and are bound by the highest degree of confidentiality. The designee receiving the complaint will act in a prompt and timely manner to ensure that the alleged harasser be informed that the offensive behavior must stop. Failure to comply will lead to suspension and the possibility of expulsion. If the harassment is severe the police will be contacted.

It is the student's responsibility to:

Conduct himself or herself in a manner which contributes to a positive school environment; not to commit acts which tend to injure, degrade, disgrace, or threaten the safety, privacy, and respect of other students, teachers, or staff members.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action up to and including expulsion. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to, and including expulsion.

### **10.5 VIOLATIONS CONCERNING THEFT**

The school does not tolerate theft. Students found to have committed a theft will be dealt with severely. In addition, any student who has witnessed a theft and does not report it immediately will be held accountable. Incidents of theft must be reported to an assistant principal or campus supervisor immediately. All reasonable efforts will be made to recover lost or stolen property. However, the school does not assume responsibility for lost or stolen property that occurs on school property before, during, or after the school day or at school sponsored events. It is always the student's responsibility to assure that their possessions are secured in their school locker.

### **10.6 DISRUPTIVE BEHAVIOR/INAPPROPRIATE LANGUAGE**

Moreau Catholic students are expected to behave in a way that represents the tradition of our founder, Blessed Basil Moreau. Students are held accountable before, during and after school including on and off campus, including all cocurricular events taking place at other venues. Disruptive behavior would include but is not limited to throwing food, horseplay, talking/inappropriate behavior at Mass, profanity, verbal abuse, intimidating actions, excessive or constant disruption in class, rude language and rude behavior. Disrespectful behavior is characterized by having or showing disrespect, lacking courtesy, or rudeness.

#### **CONSEQUENCES**

- 1st and 2nd offense in a year receives a detention.
- 3rd + detentions in a year receive Saturday detentions.

### **10.7 EXCESSIVE AFFECTION**

Hand-holding is the only acceptable expression of affection during the school day or at any school activity.

#### **CONSEQUENCES**

- 1st and 2nd offense in a year receives a detention.
- 3rd + detentions in a year receive Saturday detentions.

### **10.8 DETENTIONS AND SATURDAY DETENTIONS**

Students must clear regular detentions on the day they receive their detention. Regular detentions must be served five minutes after school is dismissed for a period of 30 minutes in the announced detention hall location. Missing practice, games, rehearsals, events, rides home and appointments are not accepted as an excuse for missing detention. Regular detentions not served in the same day will result in an additional detention and require students to serve at lunch and after school the next school day. An outstanding detention will prohibit participation in any cocurricular activity until it is served. Parents will be contacted via the school's parent notification system when a student receives a detention; however, it is the student's responsibility to communicate all detentions to their parent.

School personnel are given the discretion to determine the level of punishment for any offense against school policy. Simple offenses may lead to a conversation or single detentions while more serious offenses or repeated offenses may lead to multiple detentions, a Saturday detention, or multiple Saturday detentions.

If a detention or multiple detentions are not served, a Saturday detention will be issued and the original detention(s) will still be required to be served.

Saturday detentions are held from 8:00 AM – 11:00 AM on dates published at the beginning of the school year. Saturday detentions require students to arrive before 8:00 AM, work the assignment given by the administration and leave by 11:10 AM. Students should dress in work clothes and leave all electronic devices at home.

Failure to serve the assigned Saturday detention will result in a suspension for the next school day and possible exclusion from cocurriculars until the next Saturday detention date.

### **10.9 CAUSES FOR SUSPENSION, EXPULSION AND RECOMMENDED TRANSFERS**

Any of the offenses listed and committed by students under the jurisdiction of the school, while at school, while participating at a school-related activity, and while on the way to and from school, are reasons for suspension, expulsion and/or disciplinary probation (regular or strict).

**Students who have been expelled, suspended, or transferred based upon school recommendation may not attend cocurricular events on school grounds or at school sponsored events. In addition, they are not allowed to visit the school campus at anytime.**

#### **Disciplinary causes for expulsion**

1) Disciplinary causes for expulsion **without warning** are:

- a) Hazing. (California Education Code - Section 32051)
- b) Use, sale, distribution or possession of narcotics, dangerous drugs, drug paraphernalia, alcoholic beverages or other substances. This includes being under the influence of alcohol or other drugs and/or narcotics at any school-sponsored event.
- c) Extreme insubordination.
- d) Theft.
- e) Willfully cutting, defacing, or otherwise injuring in any way, any property, real or personal, belonging to the school or to persons.
- f) Assault or battery, or any threat of force or violence, directed against anyone.
- g) Use or possession of dangerous weapons.
- h) Gang involvement or affiliation, or actions that mimic gang behavior.
- i) Encouragement of illegal demonstrations.
- j) Harassment.

#### **Disciplinary causes leading to suspension and expulsion**

- 2) The disciplinary causes leading to suspension and expulsion are:
- Truancy (cutting).
  - Unexcused absence from class.
  - Continued and willful disobedience.
  - Open or persistent defiance of authority or disrespect to any school employee.
  - Forging or using forged notes or excuses.
  - Smoking or possessing tobacco.
  - Persistent violation of dress regulations.
  - Habitual profanity or vulgarity.
  - Violation of disciplinary probation.
  - Unapproved visits to other school campuses while those schools are in sessions. (California Education Code Section 32211)
  - Misuse of electronic information resources as outlined in the electronic information resources contract and the Student Guidelines for Acceptable Use of Technology Resources.
  - Repeated violation of the Statement of Integrity.
  - Failure to serve Saturday detentions.

**Some offenses, which may not be directly school related, are reason for suspension or expulsion:**

- Violations of the law whether as an individual or as a member of a group.
- Actions or attitudes directly contrary to the mission of Moreau Catholic High School.

#### **Non-disciplinary causes for suspension, expulsion, or recommended transfer**

The non-disciplinary **causes** for suspension, expulsion, or recommended transfer are:

- Non-compliance with academic requirements as published by the school.
- Severe psychological problems.
- Uncooperative or disruptive attitude of parents.
- Failure to fulfill tuition obligation.
- Failure to return emergency card, health records or immunization records to the attendance office prior the opening of school.

### **10.10 SUSPENSION**

A period of suspension can be required for more serious violations of school policies. The student shall be given the opportunity to make up work missed during a period of suspension. Students are ineligible to participate in or attend any school activities while suspended. Dependent upon the terms of readmission this ineligibility may extend beyond the suspension. In all cases of suspension, parents will be notified prior to the student leaving the school campus. Before any student is readmitted after a period of suspension a meeting between the principal, assistant principal, parent, and student may be required.

When it has been judged not to expel a student because of the poor timing of transferring to another school but necessary to have the student remain suspended from school for a period longer than ten school days, an option for completing class work at home may be offered by the administration.

### **10.11 DISCIPLINARY PROBATION**

A student whose behavior becomes a disciplinary problem will be placed on probation. Consequences of disciplinary probation will include loss of athletic eligibility, removal from all cocurricular activities and removal from student government. Disciplinary probation is for a period of 45 school days. This period may be extended, the type of probation altered, or the student may be expelled if their behavior does not improve during this time. **Students on police probation are automatically placed on school probation when the school is made aware of the police probation.**

### **10.12 TARDY PROBATION**

A student who is tardy eleven times in a semester will be placed on tardy probation for the remainder of the semester. While on tardy probation, a student will accumulate fifteen minutes of work detail for every tardy received up to a maximum of three hours. Accumulated time will need to be served on Tardy Friday which will be announced and scheduled at the end of each semester. The student and the student's parent/guardian can do work service on Tardy Friday to accomplish the needed work detail.

### **10.13 REGULAR PROBATION**

Serious disciplinary violations or a pattern of inappropriate behavior may result in a student being placed on regular probation. The period of probation will be 45 school days. If a student complies with the terms of their probation all restrictions will be lifted at the end of their probation. Students failing to meet the probationary requirements may have the period of probation extended or moved to strict probation. In addition, failure to establish a positive behavioral pattern may result in additional penalties. The terms/sanctions of regular probation shall be the loss of cocurricular eligibility (athletics, band activities, drama productions, club activities and student government) pending an appeal. This loss includes both participation in and attendance at cocurricular activities, including dances. Appeal forms are available from the assistant principal and the appeal may be submitted after an agreed upon period of time. To appeal for release from the terms of probation the student will submit a probation appeal form which must be endorsed by the parents and may be required to participate in an appeal hearing conducted by the assistant principal and any of the following: activity moderators, supervisors, coaches, or facilitators. A letter detailing the regular probation will be sent to the student's parent/guardian and a copy will be placed in the student's disciplinary file.

At the end of the probation period, the case of the student will be reviewed by the assistant principal.

### **10.14 STRICT PROBATION**

A student on regular probation who continues to violate class or school rules will be moved to strict probation. A student who commits a single serious offense may be placed on strict probation without first being placed on regular probation. The period of strict probation is 45 school days or more. Failure to comply with probationary terms will result in an extension of the probation period to 90 school days or more. The terms/sanctions of strict probation shall be the loss of all non-academic, cocurricular eligibility (athletics, band activities, drama productions, club activities, student government and all cocurricular activities). The ineligibility may not be appealed. Students placed on strict probation are required to leave campus daily by 3:00 pm. The behavioral restrictions placed on students on strict probation require total compliance with all school rules and regulations. A serious violation of strict probation will result in expulsion without any further review. A letter detailing the strict probation will be sent to the student's parent/guardian and a copy will be placed in the student's disciplinary file.

## **10.15 DISCIPLINARY REVIEW COMMITTEE PROCESS**

Serious student actions will always be followed by a thorough investigation of the facts by the assistant principal. When a student has committed an action that may warrant expulsion or serious disciplinary action, the student will immediately be placed on suspension from school and a hearing before the Disciplinary Review Committee will be arranged. The Disciplinary Review Committee consists of two assistant principals and a panel of faculty members appointed by the principal. The student and student's parents must be present at this hearing. Only family members of the student will be allowed to attend this hearing. At this hearing, an assistant principal will host the hearing by making introductions and then present an overview of the process. Another assistant principal will present the facts of the incident in question to the committee. The student will have the opportunity to dispute any facts presented. The purpose of the committee is to listen to presentations and ask questions of the student to determine the best way to proceed forward with the student and their relationship with the school. A faculty advocate, if chosen, will make a statement on behalf of the student. Next, the student will be asked to make a statement to the committee. Parents will be given the opportunity to make a statement to the committee in support of their child. Once the student and parents are dismissed, the committee will make a recommendation to the principal regarding the actions the school should take regarding the student. The principal will make the final decision in all cases. The hosting assistant principal will be responsible to contact the student and family.

Parents who wish to appeal the decision of the principal may file a letter of appeal with the principal within 24 hours of the initial decision. This letter must present **new information** not available to the Disciplinary Review Committee that might alter the decision. The principal is the final arbiter of the appeal.

## **10.16 RE-ADMISSION OF WITHDRAWN STUDENTS**

The administration of Moreau Catholic High School recognizes that students do make mistakes and that they learn from their mistakes by being placed on probation, by being suspended or expelled, or by being withdrawn from the school. When a student has been expelled or withdrawn from the school for disciplinary reasons, the student and parents may petition the principal in writing, after one full year has passed, to review the case. Such a review encompasses the following considerations:

- 1) The student's attitude and behavior, the impact of re-admission on the student body, parental attitude and behavior, rationale of student and parents for requesting a consideration for re-admission, and the willingness of all parties to cooperate with the school administration and with school regulations will be considered.
- 2) Re-admission will be considered only after one full year has passed.
- 3) Re-admission will be considered only at the beginning of a semester.
- 4) Re-admission will be considered if space is available in the given class.
- 5) Should the principal decide in favor of re-admission, the student will automatically be placed on disciplinary probation for the remainder of the student's attendance at the school. Should the school re-admit a student in good faith and should the student be a cause for further disciplinary problems, it is understood that the student will be expelled immediately. Such a student will not be re-admitted to Moreau Catholic High School in the future.

# **CHAPTER 11 ATTENDANCE POLICIES AND PROCEDURES**

Regular daily attendance is expected of students attending Moreau Catholic High School.

## **11.1 TARDY**

A tardy at the start of the school day is defined as arriving at the attendance office before 8:15 AM. Late arrivals are defined as arriving at the attendance office between 8:16 AM and 8:45 AM. Absences are defined as arriving at the attendance office later than 8:45 AM on regular school days or after 50% of class time has passed on special schedule days.

- 1) Late car pools, vehicle problems, traffic difficulties or other transportation problems will not be accepted as reasons for excused tardies.
- 2) Students who are tardy to school must report to the attendance office to sign in for class.
- 3) Students who are in line at the attendance office when the first period of the day bell rings are considered tardy.
- 4) The sixth time a student is tardy to the first period of the day through the tenth time, a detention will be issued from the attendance office. The 10th tardy places a student on tardy probation. See section 10.12 for an explanation of tardy probation.
- 5) Any student who arrives between 8:16 AM and 8:45 AM on regular school days may be issued a double detention as a late arrival and receive a tardy.
- 6) Each time a student is tardy to a class other than first period, the teacher will issue a detention.
- 7) A student who is consistently tardy to a class, including first period, may be denied credit for that class.

## **11.2 EXCESSIVE ABSENCE**

Attending class is essential for student success. Making up assignments at home cannot replace the in-class experience of participating in discussion and other experiential learning activities.

In order to receive credit in a class, a student may not miss more than seven days of any one class in a semester (excluding absences at retreats and school sponsored events). If a student accrues eight absences in a semester, either excused or unexcused, the student will be denied credit for that class and a mark of "NG" (No Grade) will appear on the student's report card.

In order to restore credit, the student must file an Appeal for Academic Credit Form with his or her assistant principal within ten (10) working days of the end of the semester. Upon receiving the form, the assistant principal will contact the student's teachers to ascertain whether the student's work and effort that semester deserves to receive academic credit despite missing eight or more days of class.

The assistant principal may also have a conference with the student and ask the student to explain their absences and explain why he or she should receive credit. At the conclusion of the process, a decision will be rendered. If the decision is a positive one, credit will be given for the class in question. Any student who does not appeal a mark of "NG" will have that grade replaced with an "F" grade.

## **11.3 ABSENCE**

An absence is considered to be missing more than 45 minutes of an 85-minute class, 50% of time on a special schedule day. This would include time missed for non-school related activities at the start of a period or at the end of a period.

If a student is to be absent for any reason a parent must telephone the school before 9:30 AM on each morning of the absence. Please call the attendance office at 881-4340 and speak to a clerk or leave a message. E-mails and/or faxes are not acceptable substitutes for a call. Students returning to school without parent contact will be admitted to school and receive a detention; parent contact will still be necessary.

## 11.4 ABSENCE AND ACTIVITIES

A student who misses any part of the school day will not be allowed to participate in or attend cocurricular activities on that day. In addition, if the absence occurs on a Friday, the student may not attend or participate in weekend cocurricular activities. It is the student's responsibility to contact teachers about assignments and work missed due to absence.

## 11.5 ANTICIPATED ABSENCE

While not advised, there may be an occasion when a student will be absent for a reason planned in advance. In such cases, the student should present a parent's note to the attendance office one week prior to the anticipated absence. The attendance office will give the student a form to be completed by his or her teachers, counselor and assistant principal regarding homework and possible effects of the anticipated absence. If a student will be absent due to a retreat or field trip, it is the student's responsibility to notify the teachers of the anticipated absence.

## 11.6 COLLEGE VISITATION DAYS

- 1) Juniors are allowed one college visitation day during the school year to visit colleges.
- 2) Each senior may take one college visitation day between the first and third quarter to visit colleges.
- 3) Prior to this visitation day, the student obtains the designated form from their counselor. The college visitation form is signed by each of the student's classroom teachers and turned in to the attendance office at least one day before the college visitation.

## 11.7 EXCUSED ABSENCE

An absence is considered excused **ONLY** for the following reasons: medical or dental appointments, personal family matters, court appearance, illness of the student, serious illness or death in the family, or Department of Motor Vehicles license appointments. Medical or dental appointments should be scheduled during vacations or after school whenever possible. A doctor or dentist slip must be submitted when the student returns to school from a medical or dental appointment.

## 11.8 UNEXCUSED ABSENCE

Absences which have the consent of a parent, but are for other than the above reasons, are considered "unexcused." Credit may be withheld for class work or tests missed during the period of an unexcused absence. It is the responsibility of the student to make up all work missed for **ANY** absence.

## 11.9 TRUANCY

Truancy or "cutting" is defined as any absence from school without the prior knowledge and consent of parents/guardians and/or the school for part or all of the day. Cutting may result in no academic credit being given for work missed, plus appropriate disciplinary action. Cutting is subject to disciplinary action which may include regular detention, Saturday detention, parent conference, probation and/or expulsion.

## 11.10 ILLNESS AT SCHOOL

A student who is too ill to remain in class is to report to the attendance office and a call will be made to the parent/guardian to pick up the student.

## 11.11 EARLY DISMISSAL

A student must bring a note signed by a parent/guardian or a parent phone contact must be made stating the reason and the time it will be necessary to leave school. This information should be presented to the attendance office by 7:45 AM and an early dismissal slip will be issued. This slip should be presented to the teacher from whose class the student will be leaving and then presented to the Attendance Office for dismissal. Leaving school grounds without informing the attendance office will result in a "cut" detention being issued. Early contact expedites locating students on days ending in collaboration and is appreciated.

## 11.12 ABSENCES DURING FINAL EXAM WEEK

Any student who is absent during final exam week, other than those students who do not have final exams for certain classes, must have their absence verified by a doctor's note. Students are not allowed to miss final exams for any reason other than a medical illness or an extreme extenuating circumstance. Any student who anticipates that they may miss school during final exam week must contact the Assistant Principal of Instruction at least one month prior to the final exam week.

# CHAPTER 12 COMMUNICATIONS/CONTACT WITH SCHOOL

## 12.1 CAMPUS HOURS

Campus hours are 7:30 AM - 3:30 PM. The school library is open each day until 5:30 PM. A student on campus outside of these hours must be part of an approved and supervised activity.

## 12.2 DROPPING OFF STUDENTS

There are two designated drop off areas for students. The front drop-off loop on the right (south) side is for morning student drop-off. The rear parking lot accessible from Mission Boulevard and from Calhoun Street is also accessible for morning drop-off. Students must never be dropped off **in St. Clement's lot or alongside Mission Boulevard**. The area of Mission Boulevard directly in front of the school is clearly marked by the City of Hayward as a **no stopping or parking zone**.

## 12.3 PICKING UP STUDENTS

There are two designated pick up areas for students. The front pick-up loop on the right (south) side is available for afternoon pick-up. The rear parking lot is accessible from Mission Boulevard and from Calhoun Street. Students must never be picked up **in St. Clement's lot or alongside Mission Boulevard**. The area of Mission Boulevard directly in front of the school is clearly marked by the City of Hayward as a **no stopping or parking zone**.

The front lobby and front pick up loop are available until 3:30 PM. After 3:30 PM all students are required to be picked up in the rear parking lot area. Students found in the front lobby area, leaving through the front doors or being picked up in the front pick up loop after 3:30 are subject to a regular detention.

## 12.4 CALLING THE SCHOOL

The switchboard is open from 7:30 AM until 3:30 PM on school days and from 8:00 AM until 3:00 PM on non-school workdays. When telephoning the school, please refer calls to the appropriate office and/or arrange an appointment through the appropriate secretary. Telephone messages for students can be accepted only on an



emergency basis and only from a parent or other person listed on the student's emergency card. **During the school day students will not be allowed to contact parents via cell phone without adult supervision.**

## **12.5 CONTACTING SCHOOL PERSONNEL**

Parents and/or students often have questions or concerns and are unsure as to whom they should contact at Moreau Catholic High School. While everyone at Moreau Catholic is willing to be of service to you, the following chart may be of help in connecting you to the person who can be most effective in meeting your needs. We encourage you to contact us whenever you have a concern. If you are unclear or need further clarification, the receptionist can assist you at our main number, (510) 881-4300.

### **Academic Progress in a Particular Class or Grading Questions**

1st: Teacher of the Class 2nd: Counselor 3rd: AP (Instruction)

### **Admissions Referrals**

1st: Admissions Director 2nd: Principal 3rd: President

### **Alcohol/Other Substance Abuse Concerns**

1st: Counselor 2nd: Student's AP 3rd: Chaplain

### **Attendance Policies**

1st: Attendance Office 2nd: Student's AP 3rd: Principal

### **Athletics/Cocurricular Activities**

1st: Your Coach/ Head Varsity Coach 2nd: Athletic Director 3rd: Principal

### **Behavior/Discipline in a Particular Class**

1st: Teacher of the Class 2nd: Student's AP 3rd: Principal

### **Calendar**

1st: Receptionist 2nd: Communications Coordinator 3rd: Principal

### **College Placement Exams**

1st: Counselor 2nd: AP (Instruction) 3rd: Principal

### **College Selection/Post Secondary Plans**

1st: Counselor 2nd: AP (Instruction) 3rd: Principal

### **Counseling for Personal Issues, Other Needs**

1st: Counselor 2nd: Chaplain 3rd: Student's AP

### **Course Selection/Placement**

1st: Counselor 2nd: AP (Instruction) 3rd: Principal

### **Daily Class Schedule for Students**

1st: Counselor 2nd: Student's AP 3rd: Principal

### **Facilities – Athletics**

1st: Athletic Director 2nd: Site Services Director 3rd: Principal

### **Facilities – Other**

1st: Principal's Assistant 2nd: Site Services Director 3rd: Principal

### **Parent Organizations**

1st: Receptionist 2nd: Principal 3rd: President

### **PowerSchool Access Questions/Problems**

1st: Receptionist 2nd: Director of Technology 3rd: AP (Instruction)

### **Public Relations/Media**

1st: Communications Coordinator 2nd: Principal 3rd: President

### **Security**

1st: Receptionist 2nd: Student's AP 3rd: Principal

### **Student Organizations/Cocurricular Activities**

1st: Advisor/Moderator 2nd: AP (Campus Life) 3rd: Principal

### **Summer Programs**

1st: Summer School Director 2nd: Counselor 3rd: AP (Instruction)

### **Teacher Concerns**

1st: Teacher of the Class 2nd: Department Chairperson 3rd: AP (Instruction)

### **Transcript/Student Records**

1st: Counseling Assistant 2nd: Counselor 3rd: AP (Instruction)

### **Tuition Assistance**

1st: Business Office 2nd: Admissions Director 3rd: Principal

### **Tuition or Other Fees**

1st: Business Office 2nd: Director of Finance 3rd: President

### **Volunteer Opportunities/Fundraising**

1st: Director of Institutional Advancement 2nd: Special Events Coordinator 3rd: President

If there are other questions or concerns, ask the receptionist to direct you to the appropriate staff member.

## **12.6 VISITORS TO MOREAU CATHOLIC**

Moreau Catholic High School is a closed campus. All visitors, including alumni, must obtain an approved visitors pass from the Main Office immediately upon entering the school or grounds. In accordance with California Education Code, sec. 32211, any person who is not a student at Moreau Catholic, if not a parent of a student, or is not an employee will be asked to leave the school and is expected to do so promptly. Failure to comply will result in police contact.

## **CHAPTER 13 HEALTH AND SAFETY**

### **13.1 ACCIDENT FORMS**

Accident report forms are available in the attendance office. A report must be completed and filed in the attendance office for every accident that occurs on campus or during a school sponsored event.

### 13.2 AIDS

Moreau Catholic High School's policy regarding student/faculty/staff/volunteers who have been diagnosed as infected with the agent causing acquired immunodeficiency syndrome (AIDS), or who have been judged to be AIDS disease-related positive through medical tests, is as follows in keeping with diocesan guidelines: Continued service will depend on a team review (person diagnosed with AIDS, physician, public health consultant, and school administrator) conducted by the superintendent to arrive at a plan considering aspects of continued participation, employment and contractual arrangements as applicable. In each case, risks and benefits to both the person and others in the setting should be weighed. The confidentiality of the patient must be respected. It will be respected without endangering the public good.

### 13.3 EMERGENCY/DISASTER RELEASE FORM

Emergency cards must be filled out and returned to the attendance office prior to the first day of each school year. In the event of an emergency (i.e. major earthquake) while students are under school supervision, students will be released **ONLY** to the persons designated on the Disaster Release Form. An alternate person must be designated on the form in the event you are unable to pick up your student. Students will not be allowed to drive home. Identification is required for picking up students.

### 13.4 IMMUNIZATION

Each student is to file a report of his/her immunization against polio, measles, rubella, diphtheria, tetanus and pertussis prior to first admission to school in California. Forms are sent to all incoming students and must be on file in the attendance office before the student begins attendance at the school. Any student without an immunization record may be suspended from school until such time the record is on file and in the attendance office.

### 13.5 LEAVES OF ABSENCE

When, for emotional and/or physical reasons, a student's health and well-being may necessitate a leave of absence, the school will determine the necessity and duration of the leave in conjunction with all those involved.

Such circumstances will be reviewed on an individual basis to ensure the welfare of the student. The student's assistant principal will consult with the principal on all such issues. The decision to grant the leave of absence will be at the discretion of the principal.

### 13.6 OFF LIMIT AREAS

During the school day the listed areas are designated "off limits" to students unless otherwise announced. In addition, during cocurricular events students are not allowed in any unsupervised areas. Arrangements can be made to use off-limit areas for curricular pursuits such as filming by contacting an assistant principal.

- 1) All school parking areas
- 2) Football field and bleachers
- 3) All campus grounds north of Garin Hall
- 4) All areas west of the main building
- 5) Front entrance to the main gym
- 6) Garin Park
- 7) Dumpster area
- 8) St. Clement's school and parish grounds and facilities
- 9) Unsupervised gyms and gym areas such as the gym lobby
- 10) Stairwells and stairwell landings

### 13.7 PARKING LOT

Failure to comply with rules will result in a loss of parking privileges.

- 1) Only automobiles juniors and seniors registered with Moreau Catholic and displaying a valid Moreau Catholic parking permit may park on campus during the day. Failure to comply with rules will result in a loss of parking privileges.
- 2) Cars may park in designated areas only.
- 3) Students found speeding or driving irresponsibly in the parking lot may lose campus parking privileges and/or a regular or Saturday detention.
- 4) Driving with wireless telephones, including hands-free, is not permitted while driving on campus.
- 5) Illegally parked cars may be towed away at the expense of the owner.
- 6) Visitors picking up students after school must remain in their cars; they must leave as soon as their passengers arrive.
- 7) Loitering is not allowed in the parking lot; the parking lot should be cleared by 3:00 PM.
- 8) Sophomores wishing to park on campus must receive approval from their assistant principal. This privilege will be taken away when parking is needed for upperclassmen.
- 9) Any student parking in the St. Clement's parking area will receive a Saturday detention and their parking permit will be suspended. If this occurs more than once, the parking permit will be permanently withheld without a permit refund.

### 13.8 PHYSICAL EXAMINATION

All (fresh & transfer) students must file with the attendance office reports of a recent (within one year) physical examination. Students who play sports must file with the Athletic Director of a physical examination **each year** to be eligible to play. Physicals for athletes are valid for only **ONE calendar year**. No facsimiles of physical exams will be accepted.

Students who do not have a physical on file with the attendance office will not be allowed to participate in their physical education class and may lose credit for the time they miss from class activities.

### 13.9 SCHOOL FACILITIES

Each student is expected to assume responsibility, care and pride in the use of school facilities. Eating, chewing, drinking or consuming food, mints, gum, and/or beverages is not allowed inside the school building except for the Ivaldi Student Center, President Dining Room, and faculty areas and other areas designated for a particular curricular or cocurricular purpose.

For legal reasons, individual students or groups of students may not use school facilities without prior approval or supervision. All areas of the school are under the direct supervision of the campus supervisors and faculty or staff member when such facilities are being used by students.

### 13.10 SAFE SCHOOL ENVIRONMENT

In order to provide a safe school environment, the school will cooperate with the police in their efforts to deal with dangerous or violent incidents. The following procedures should be observed:

- a. The student reports incident immediately to the principal, assistant principal or campus supervisors.
- b. The principal, or designee in his/her absence, investigates to determine what happened and reports incident to the appropriate authority.
- c. If the situation warrants, students will be held on campus for parent pickup.

In the case of a student being involved in a police investigation, the school will cooperate with the police and follow their instructions.

If a student is involved in an activity that does not involve school supervision (such as employment resulting from being referred by the school to an employer), the school will not accept responsibility for the student department.

### 13.11 STUDENT PREGNANCIES

Through its philosophy, MCHS teaches and guides its students to make responsible and moral decisions within the framework of the teachings of the Catholic Church. In accordance with these teachings, MCHS assumes the position that all life is a God-given gift and is sacred. The school supports the pregnant student by encouraging her to continue her studies at the school and by providing pastoral guidance.

For continued enrollment during pregnancy, the following guidelines shall be followed in all cases:

- 1) The principal reserves the right to determine the attendance status of the mother/father.
- 2) Counseling sessions for both mother and identified father (if a student at the school) shall be required. The students' parents will be allowed, though not required, to attend.
- 3) A doctor's release will be obtained and kept on file at the school to assure, as far as possible, the safety and good health of both the mother and child.
- 4) A signed documented waiver, signed by student and the student's parent or legal guardian, will be kept on file at the school releasing MCHS and its employees from any liability during the student's attendance while pregnant.
- 5) The program of studies for the pregnant student will be assessed and monitored by the student's assistant principal in conjunction with the office of instruction.

Re-entry or readmission to the school program following delivery of the baby depends on the following:

- 1) Meeting all criteria previously stated.
- 2) Submission of appropriate plans for child-care and follow-up parenting programs for the parents.

## CHAPTER 14 STUDENT SERVICES

### 14.1 BOOKSTORE

Books, both new and used, are available for sale online through [www.myschoolbookstore.com](http://www.myschoolbookstore.com) 24-hours a day. Purchases can be paid by either check or credit card and will be delivered to you by UPS Ground.

The cashier in the Breezeway Bookstore is open at lunch times on Gold Days only, or as announced for special activities, such as Spirit Week, etc. Purchases of PE clothes, locks, parking permits can be made in the Breezeway Bookstore along with payments for field trips, dances, class fees and other student activities. The Breezeway Bookstore will only accept cash or checks for payment.

### 14.2 BUSINESS OFFICE

The business office is open for walk up business Monday to Friday, from 7:30 am – 3:30 pm. Payment for tuition can be made in the business office along with any questions concerning tuition and tuition assistance.

### 14.3 IDENTIFICATION CARD

Students are issued an identification (ID) card at the beginning of each year. Students must carry the ID card **at all times** during the school day and at school events. It must also be carried at school events off-campus. This ID must be presented upon request by any school faculty and/or staff. Failure to carry or to present IDs will result in a detention. If the ID is lost, students should report to the Assistant Principal-Campus Life and purchase a new one. Students without a school ID card may be denied admission to school events. Replacement IDs may be purchased from the Assistant Principal-Campus Life for \$5.

### 14.4 INSURANCE

Students are covered by the school insurance plan (which usually provides secondary coverage). Details of the coverage are issued to the students annually. Insurance forms are available from the attendance office. Additional 24-hour insurance protection is available to students at minimal cost. A special insurance is required of football participants in interscholastic athletics.

### 14.5 LIBRARY

The library serves as a research center for students and faculty with over 18,000 volumes. An extensive fiction collection provides recreational reading to support the school's Sustained Silent Reading (SSR) program. A student computer lab and wireless network provide access to more than 30 specialized databases and electronic reference sources covering an extensive range of research topics. Passwords for home use of databases can be found on [page 190 of this handbook](#). The Library Information Literacy Curriculum includes instruction in the use of current technology as well as print resources. The library book catalog is available online from the library web page.

Most of the material in the library may be checked out for three weeks, and may be renewed for an additional three weeks. Material may be reserved online using the login feature of the catalog. Fines are not charged for overdue material, but students are responsible for lost items. Students will be charged current replacement cost plus a five-dollar processing fee for each item lost. Students who abuse library materials may have their library privileges suspended.

The library is open from 7:30 AM to 5:30 PM every regular school day. Any student may use the library before and after school and during lunch periods. During lunch, students are not allowed in the hallways for the last five minutes and will not be allowed to go to the library.

The Moreau Catholic High School Library is a place that belongs to everyone: students, teachers, and staff. There are rules about how you act in the library in order to help make it a pleasant and useful place for everyone to visit:

No food or drinks in the library

- Be courteous and considerate of others
  - Keep the audio off on your laptop or use headphones
  - Speak in a quiet voice
  - Act safely, no running, pushing or shoving
- Take care of shared materials and shared space
  - Pick up after yourself
  - Return and push in chairs
  - Keep feet off of furniture
  - Conserve paper and place used paper in recycling bins

#### 14.6 ASSIGNED LOCKERS

Each student is assigned a locker. The school usually assigns one book locker and one gym locker to be used and maintained by the student. The school makes available for purchase a specific kind of lock. These locks are the **only ones** that may be used for school lockers.

Students must only use the locker assigned by the school.

Students must keep their locker combinations secret in order to prevent theft and they must keep their lockers locked at all times. It shall be the proper function of school officials to inspect the lockers if so warranted. Locker decorations must be appropriate and are allowed for a reasonable time period of one week or more.

Appropriate locker decorations are approved for supporting students' upcoming cocurricular events, birthdays and special occasions. These decorations need to be taken down after approximately two weeks. Any material with inappropriate graphics or words will be taken down immediately.

#### 14.7 LOST AND FOUND

Lost and found items should be turned in to the Campus Supervisor Office where they may be identified and claimed. Lost and found items are posted regularly on the Lost and Found web page found on the school's web page. Students are encouraged to leave all personal valuables at home and put identification in all textbooks and other valuables brought to campus.

#### 14.8 WORK PERMITS

No minor between the ages of 16 and 18 years of age who is required to attend school, and no minor under 16 years of age, shall be allowed to work without a work permit. Students needing work permits should request the necessary forms from the receptionist in the main office.

#### 14.9 TUITION REFUND POLICY

Since Moreau Catholic High School engages teachers and staff based on a minimum enrollment determined from tuition contracts, the following tuition refund policy is enforced. The tuition deposit is not refundable if the student does not attend Moreau Catholic High School in the fall.

- **Withdrawal prior to August 1, 2010** - tuition paid in excess of \$500 is refundable.
- **Withdrawal after August 1, 2010** but prior to **August 10, 2010** - tuition paid in excess of **\$3,080** will be refundable.
- **Withdrawal on or after August 10, 2010** but prior to the beginning of the second semester - tuition paid in excess of **\$6,360** will be refundable.
- **Withdrawal after the start of the second semester** - No tuition is refundable after January **4, 2011**. Refunds will not be considered until the parent/guardian has signed an official notice of transfer/withdrawal. Complete financial policies are contained in the brochure distributed with registration materials. Please keep it for future reference.

#### BELL SCHEDULE

##### DAY 1 – GREEN

	7:55	Bell to move to class
8:00	- 9:25	Period 1
9:25	- 9:35	Break
9:35	- 11:00	Period 3
11:05	- 12:30	Period 5 (7 <sup>th</sup> Lunch)
11:40	- 1:05	Period 7 (5 <sup>th</sup> Lunch)
1:10	- 2:35	Period 9

5<sup>th</sup> Lunch 11:00 – 11:40

7<sup>th</sup> Lunch 12:30 – 1:10

##### DAY 2 – MASS SCHEDULE

	7:55	Bell to move to class
8:00	- 9:25	Period 2
9:25	- 9:35	Break
9:35	- 9:45	Tonesetting (2 <sup>nd</sup> Period)
9:45	- 11:00	Liturgy
11:05	- 12:30	Period 6 (8 <sup>th</sup> Lunch)
11:40	- 1:05	Period 8 (6 <sup>th</sup> Lunch)
1:10	- 2:35	Period 4

6<sup>th</sup> Lunch 11:00 – 11:40

8<sup>th</sup> Lunch 12:30 – 1:10

#### GOLD & GREEN DAY

	7:55	Bell to move to class
8:00	- 8:45	Period 2
8:50	- 9:35	Period 4
9:35	- 9:45	Announcements
9:45	- 9:55	Break
9:55	- 10:40	Period 6 or Period 8
10:45	- 11:30	Period 9
11:35	- 12:20	Period 7 (5 <sup>th</sup> Lunch)
12:10	- 12:55	Period 5 (7 <sup>th</sup> Lunch)
1:00	- 1:45	Period 3
1:50	- 2:35	Period 1

7<sup>th</sup> Lunch 11:30 – 12:10

5<sup>th</sup> Lunch 12:20 – 1:00

#### DAY 2 – GOLD

	7:55	Bell to move to class
8:00	- 9:25	Period 2
9:25	- 9:35	Break
9:35	- 11:00	Period 4
11:05	- 12:30	Period 6 (8 <sup>th</sup> Lunch )
11:40	- 1:05	Period 8 (6 <sup>th</sup> Lunch)
1:10	- 1:20	SSR (6 <sup>th</sup> or 8 <sup>th</sup> Period)
1:20	- 1:30	Homeroom (6 <sup>th</sup> or 8 <sup>th</sup> Period)
1:35	- 2:05	Collaboration 1
2:10	- 2:35	Collaboration 2

6<sup>th</sup> Lunch 11:00 – 11:40

8<sup>th</sup> Lunch 12:30 – 1:10

#### DAY 2 - MORNING COLLABORATION

	7:55	Bell to move to class
8:00	- 9:25	Period 2
9:25	- 9:35	Break
9:35	- 9:45	SSR (6 <sup>th</sup> or 8 <sup>th</sup> period)
9:45	- 9:55	Homeroom (6 <sup>th</sup> or 8 <sup>th</sup> period)
10:00	- 10:30	Collaboration 1
10:35	- 11:00	Collaboration 2
11:05	- 12:30	Period 6 (8 <sup>th</sup> Lunch)
11:40	- 1:05	Period 8 (6 <sup>th</sup> Lunch)
1:10	- 2:35	Period 4

6<sup>th</sup> Lunch 11:00 - 11:40  
8<sup>th</sup> Lunch 12:30 - 1:10

DAY 2 - 12:35 DISMISSAL

7:55 Bell to move to class  
8:00 - 9:25 Period 2  
9:25 - 9:35 Break  
9:35 - 11:00 Period 4  
11:00 - 11:10 Break  
11:10 - 12:35 Period 6 or Period 8

DAY 2 – 2:05 DISMISSAL

7:55 Bell to move to class  
8:00 - 9:25 Period 2  
9:25 - 9:35 Break  
9:35 - 11:00 Period 4  
11:05 - 12:30 Period 6 (8<sup>th</sup> Lunch)  
11:40 - 1:05 Period 8 (6<sup>th</sup> Lunch)  
1:10 - 1:20 SSR  
1:20 - 1:30 Homeroom  
1:35 - 2:05 Collaboration

6<sup>th</sup> Lunch 11:00 - 11:40  
8<sup>th</sup> Lunch 12:30 - 1:10